STOCK ALBUTEROL FOR SCHOOLS ONLINE TRAINING CURRICULUM

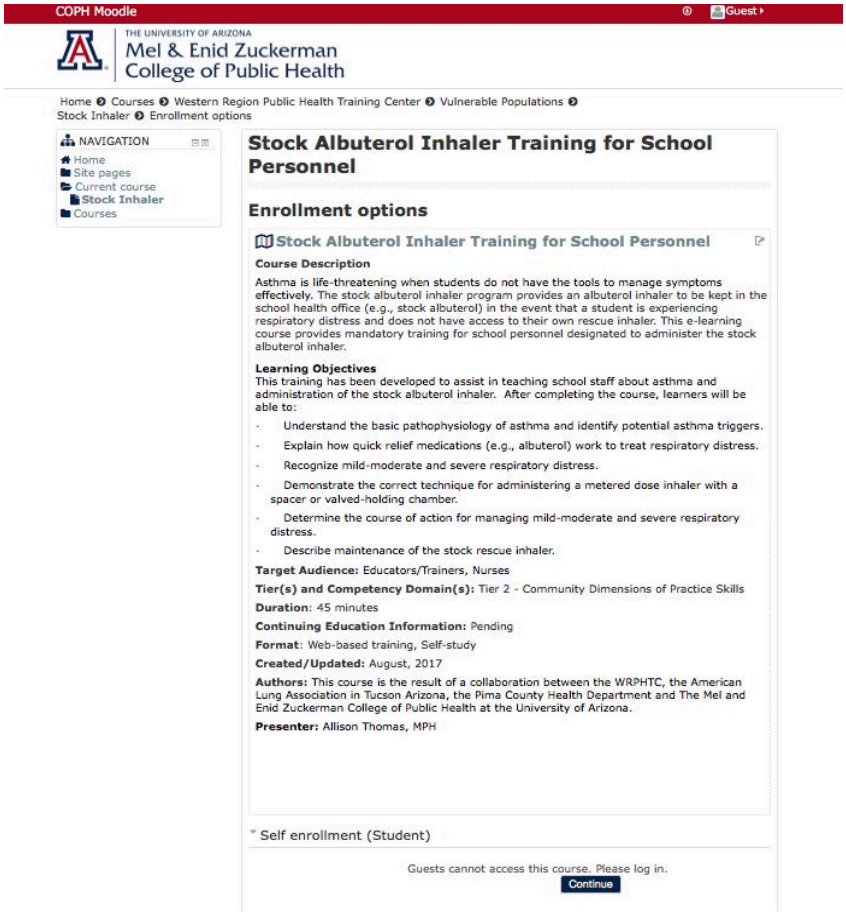
BEFORE YOU BEGIN:

- Users should enable pop-ups and update Flash Player on their operating system
- If the training modules do not play properly, it is probably a web browser issue
    - Internet Explorer is a good browser option to use for this training
- If for any reason the training becomes stuck or stops playing, exit completely out of the browser and sign back in to the COPH Moodle website
- For any technical issues with the online training curriculum, please contact **Erich Healy** via email: erichh@email.arizona.edu, **Htay Hla** via email: hhla@email.arizona.edu.

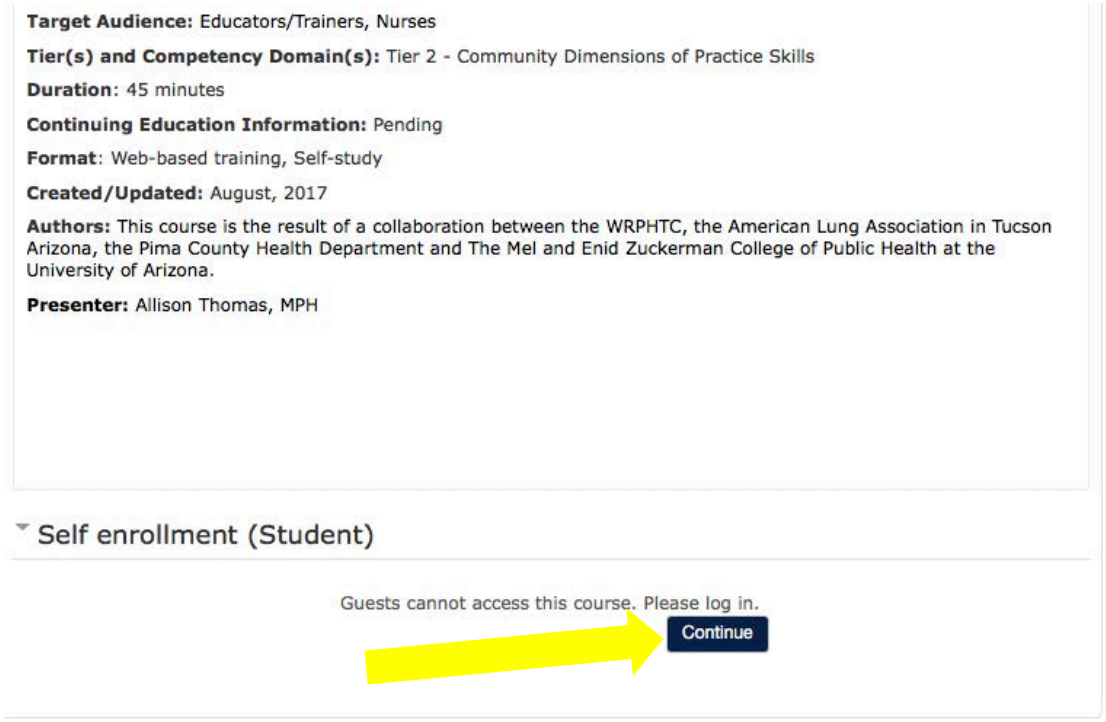
INSTRUCTIONS FOR NEW USERS:

To access the online training curriculum, use the following link: **https://moodle.publichealth.arizona.edu/enrol/index.php?id=247**

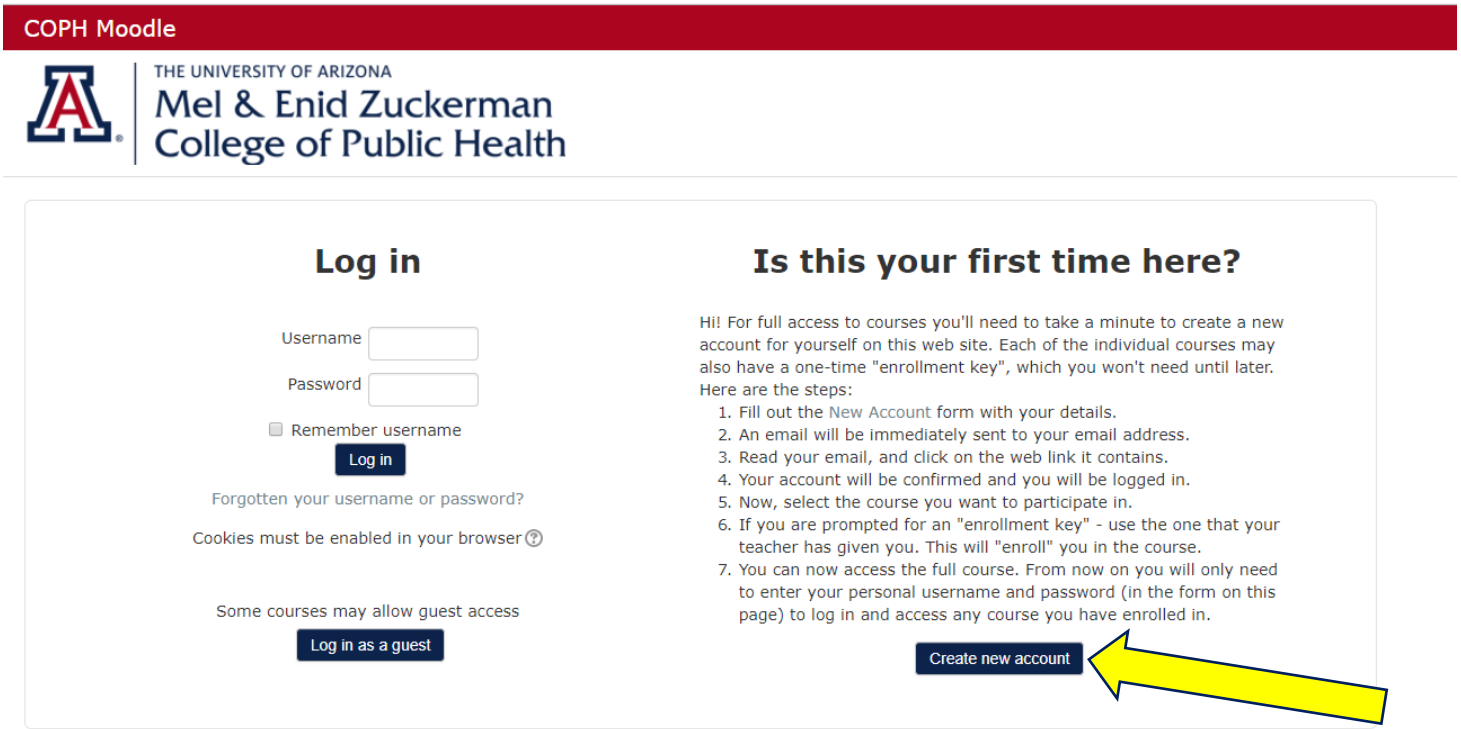
The link will take you to the training page located on the COPH Moodle site:



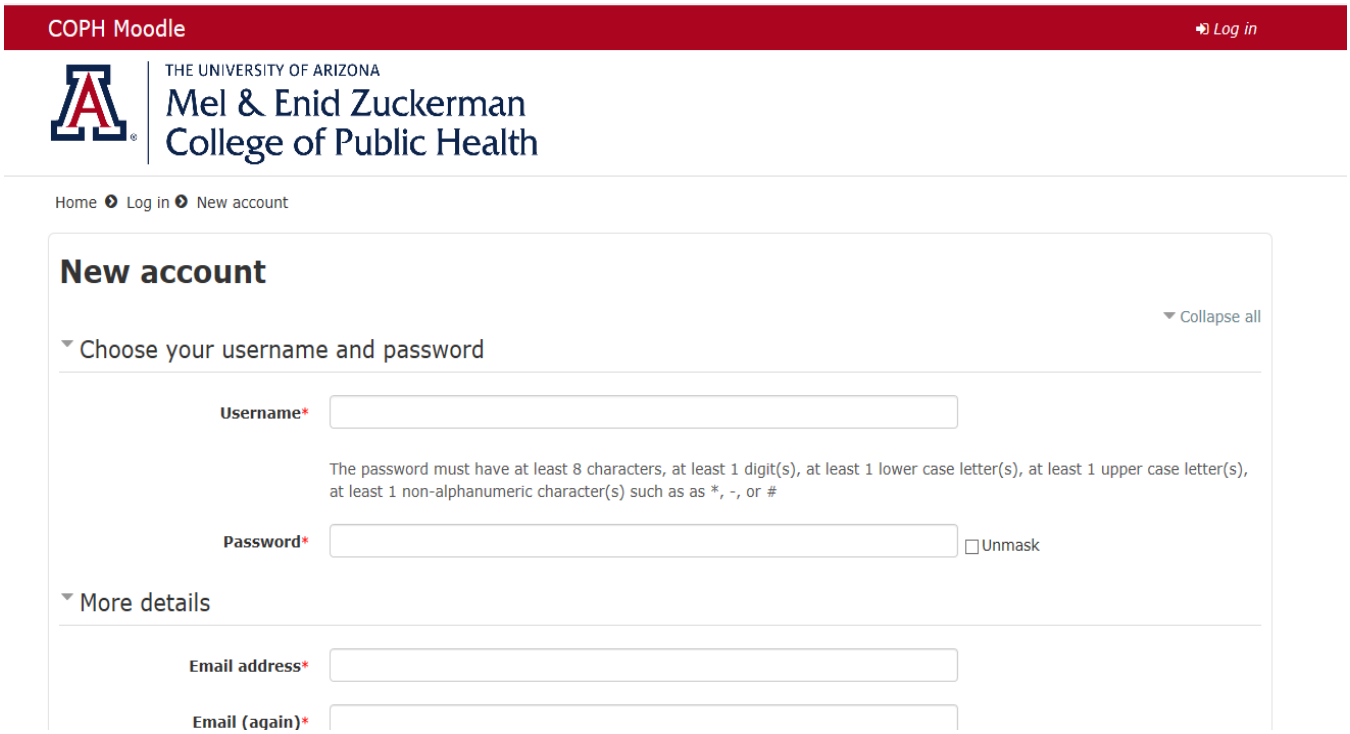
2) Click "*Continue*" located at the bottom of the page.



3) Click on "Create new account" located at the right-hand side of the page.

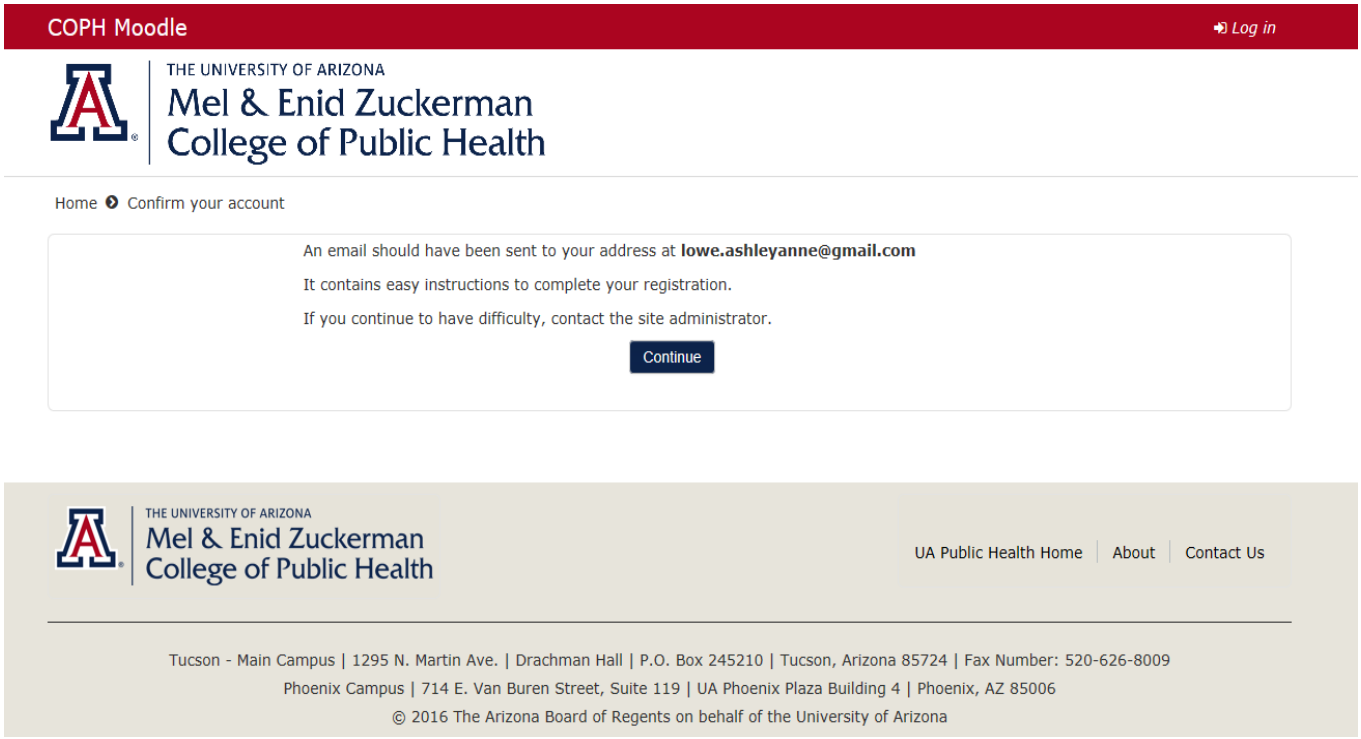


4) Complete the new account information.

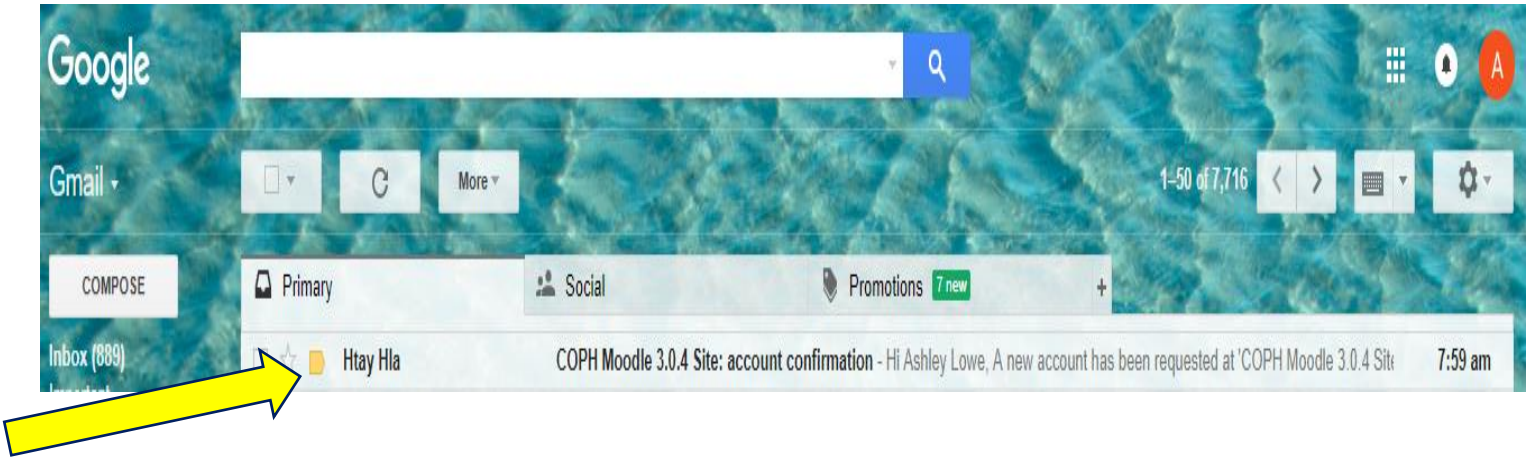


5) After the new account information is completed in each box, click "Create my new account". Please note, when entering CAPTCHA, the words are case sensitive. <u>Use 1 space between both CAPTCHA words</u>.

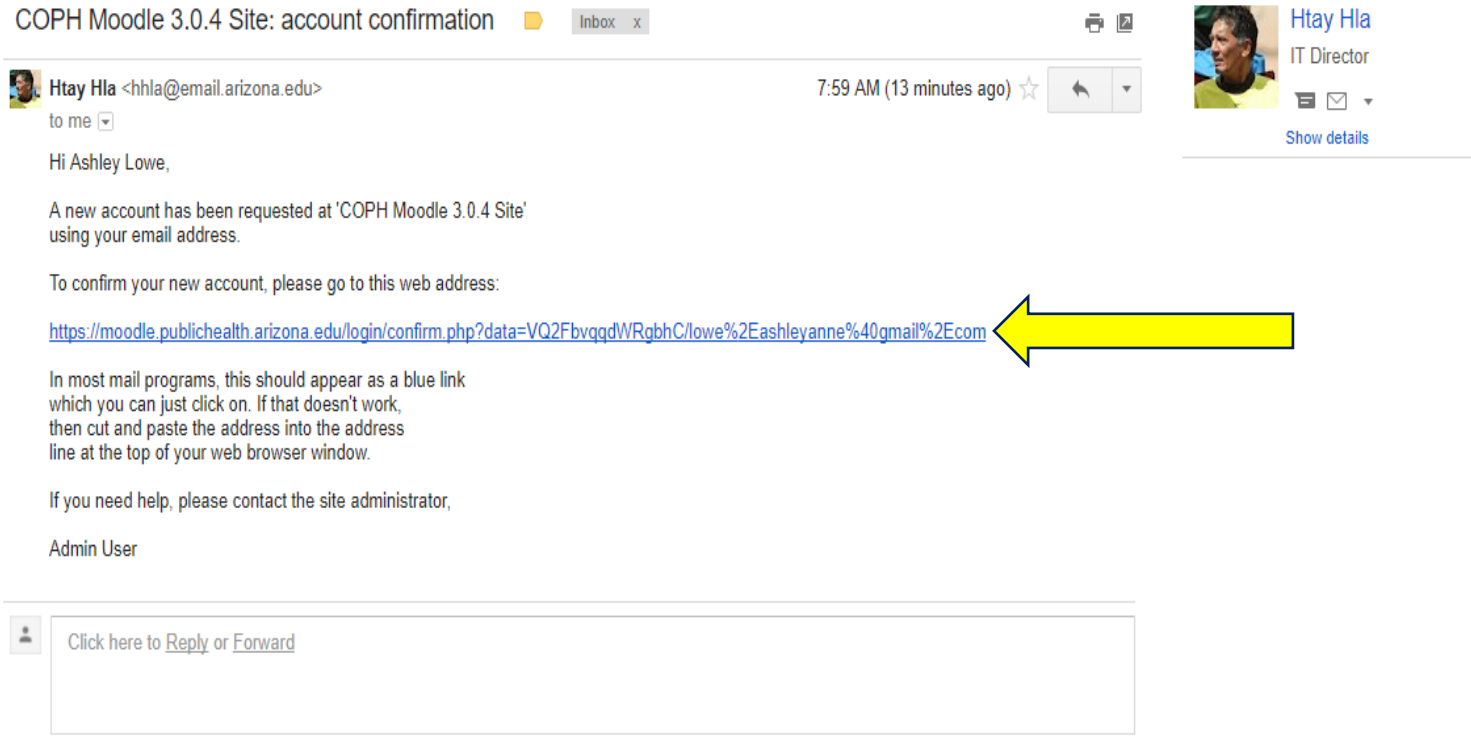
6) An email will be automatically generated and sent immediately to the email address you provided in the "Create my new account" section.



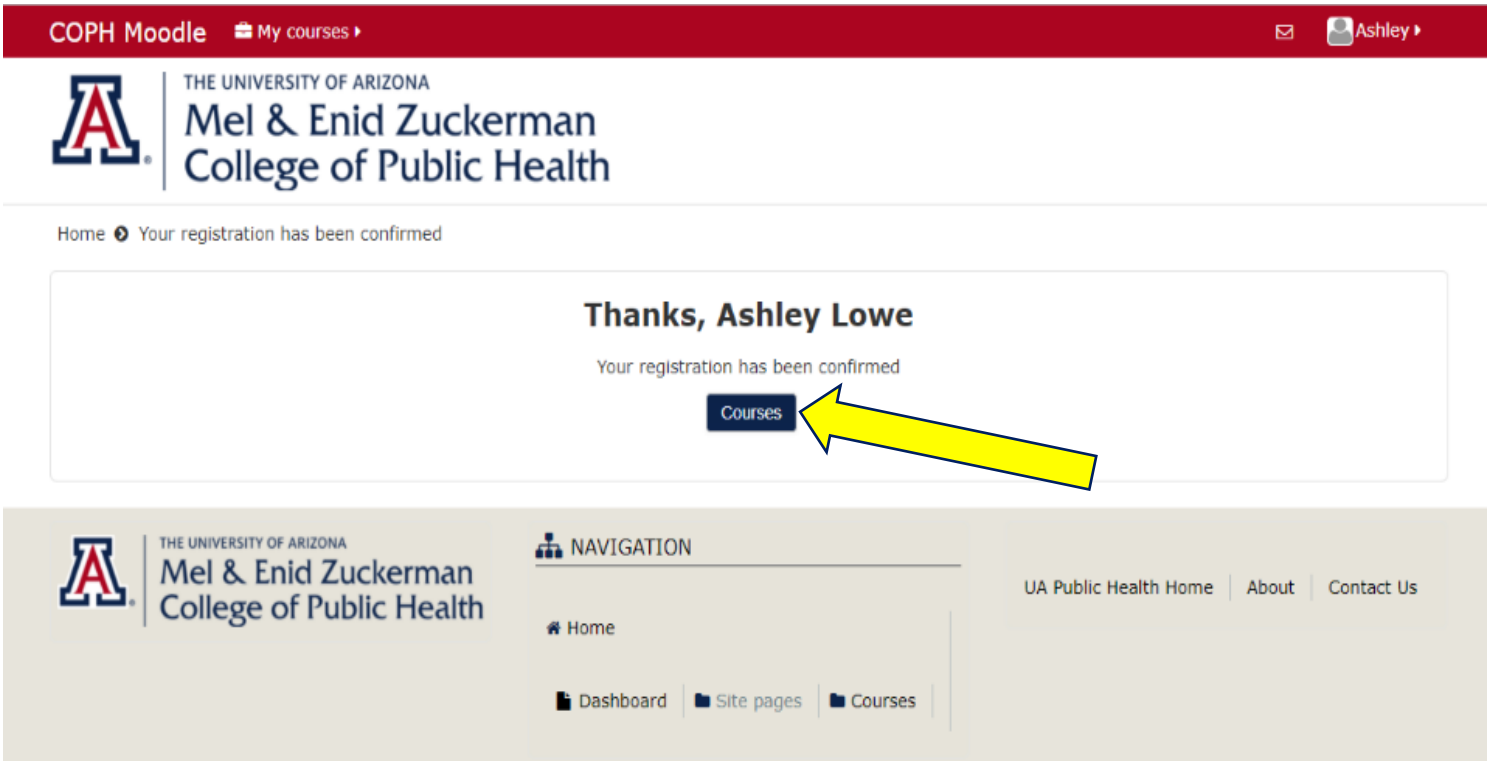
A) Log in your email account to access the registration link. Please note, <u>check the SPAM box if you cannot locate the email</u>.



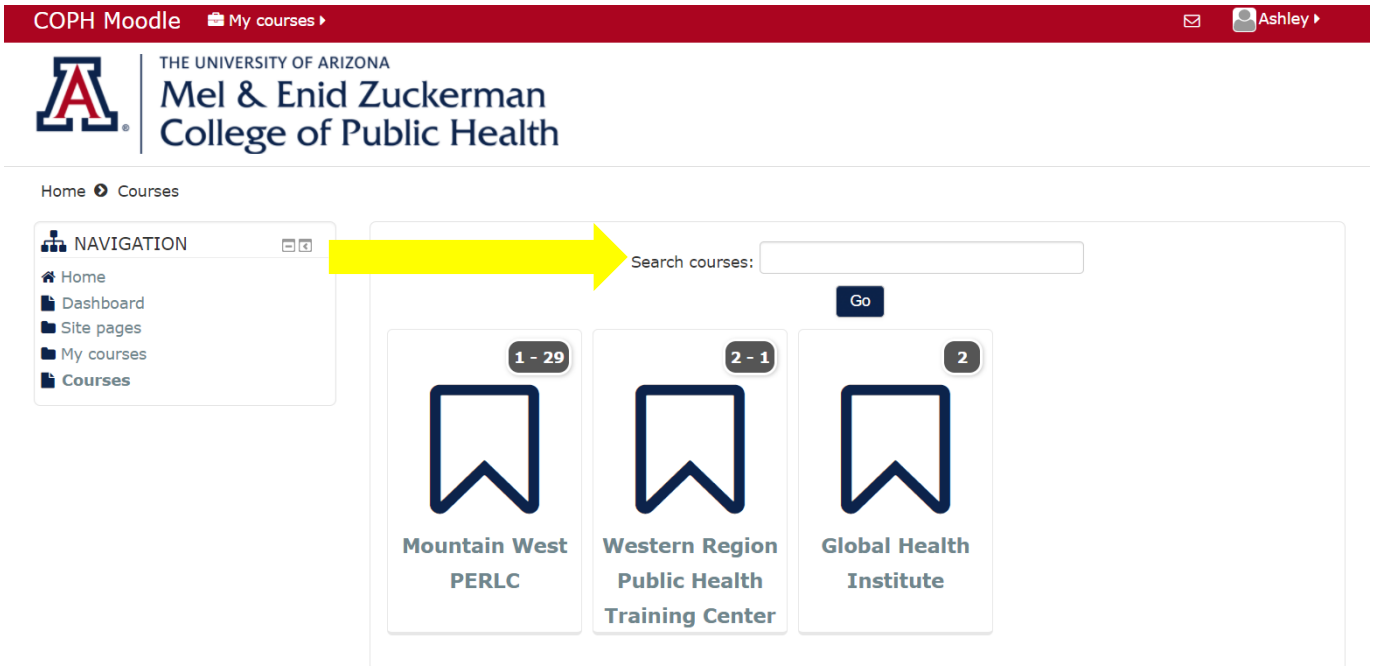
B) Click on the link located in the e-mail.



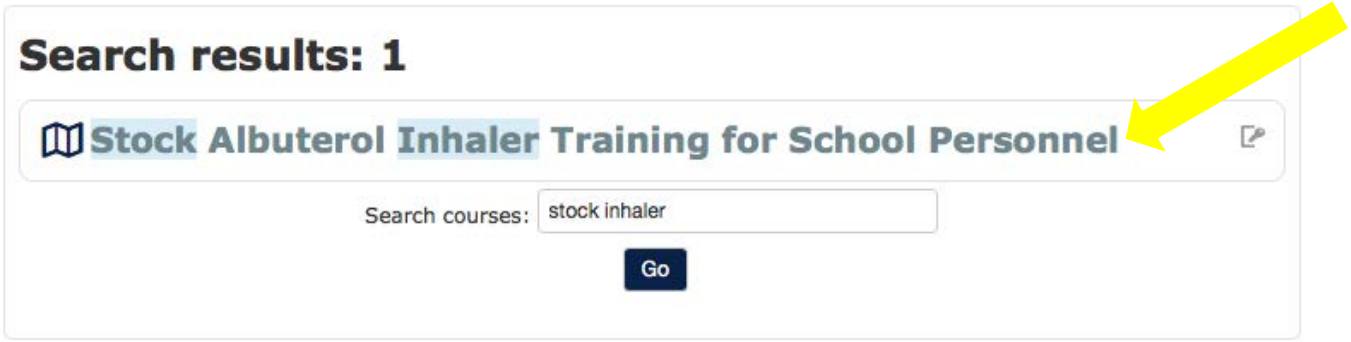
C) Click on the "Courses" box.



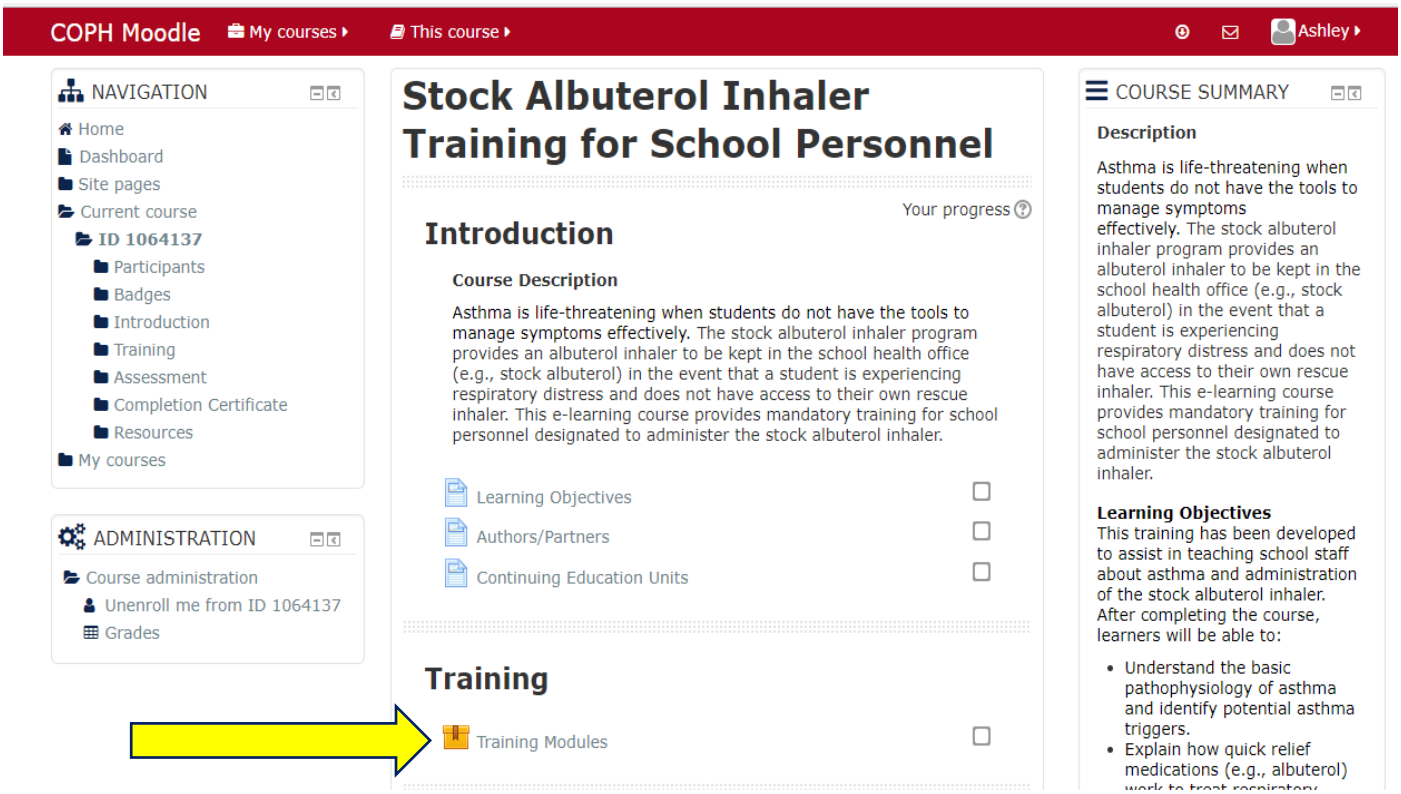
7) In the "search courses" field, type in "stock inhaler"



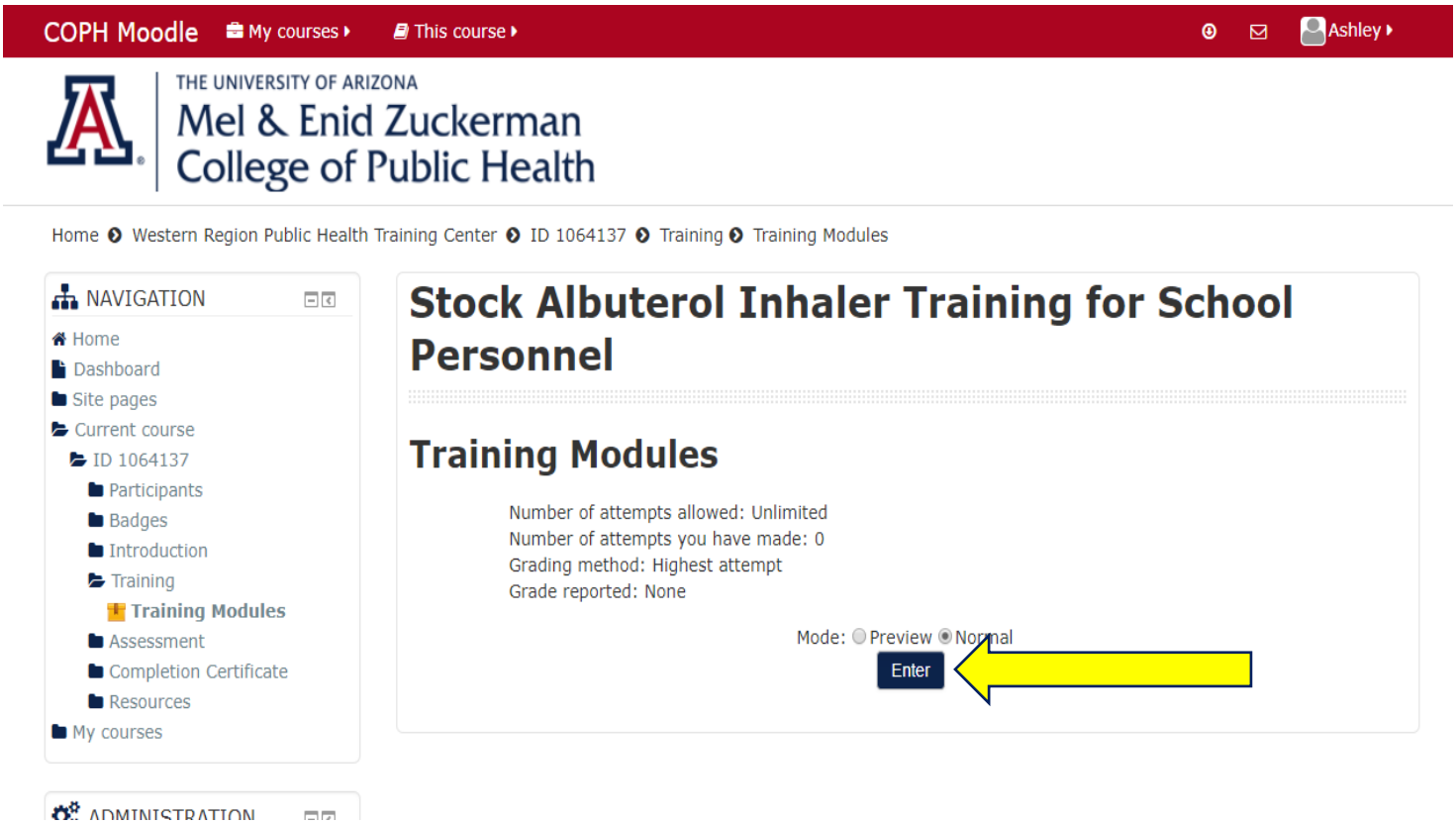
8) You will see the search result displayed as below. Click on the training link.



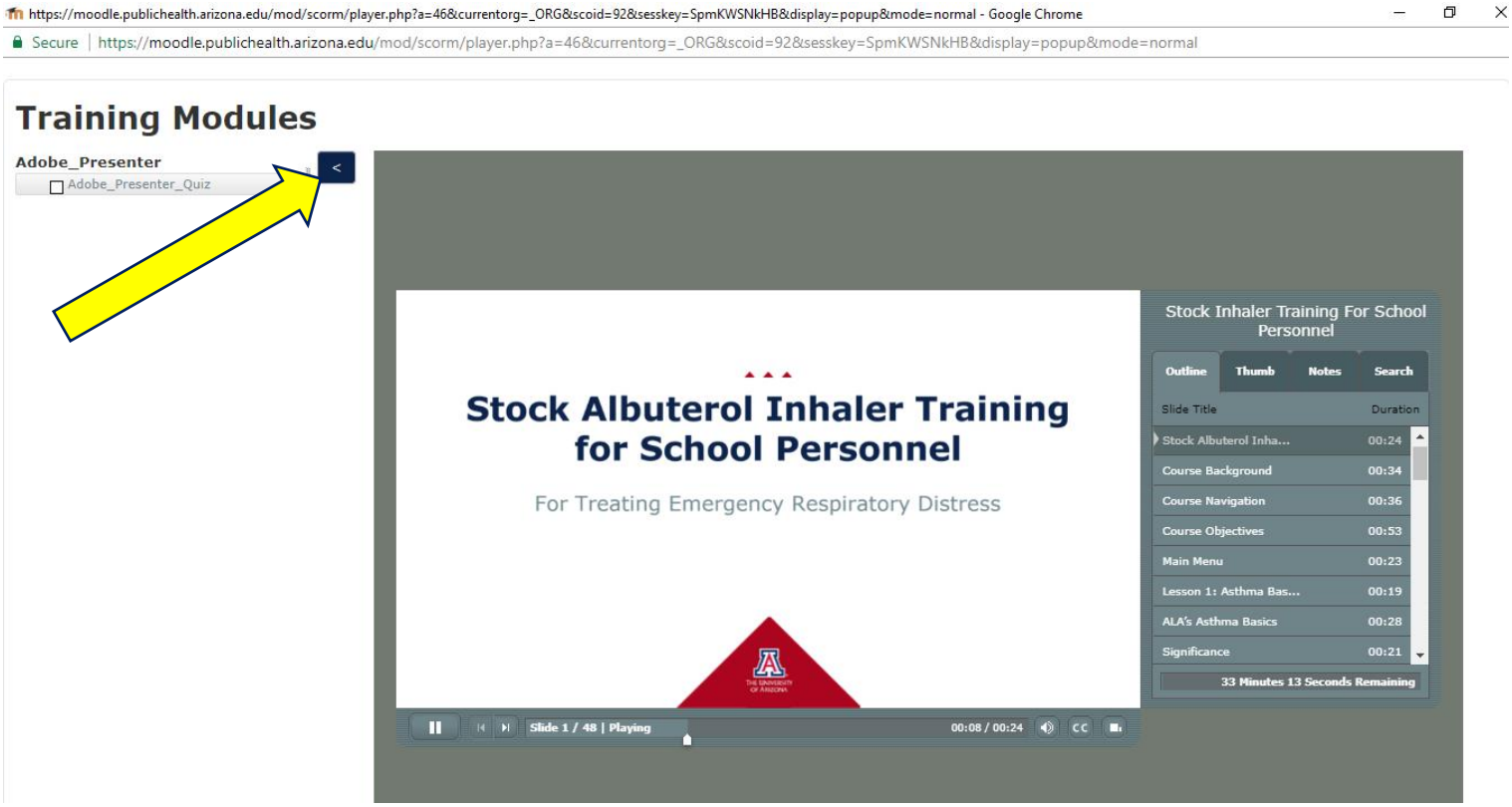
9) The Stock Albuterol Inhaler Training for School Personnel navigation page is now displayed. Click “Training Modules” to access the course.



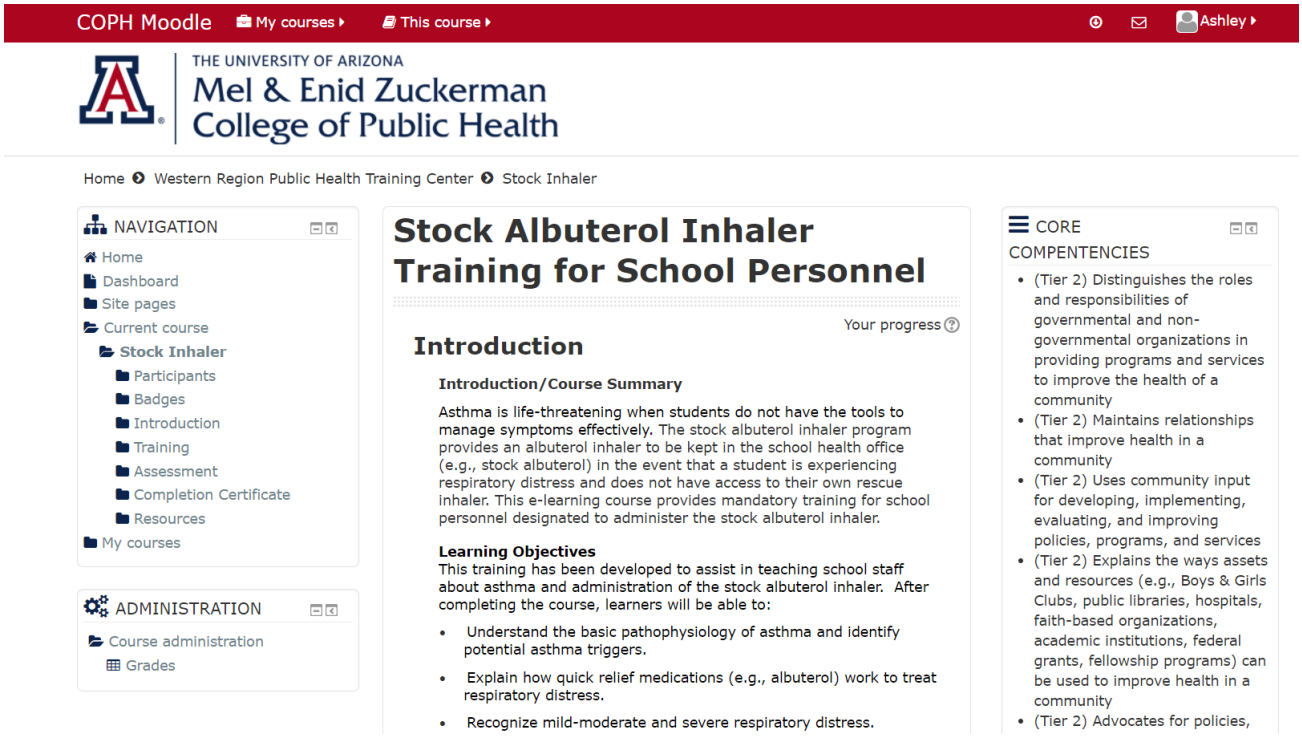
A) Click “Enter”.



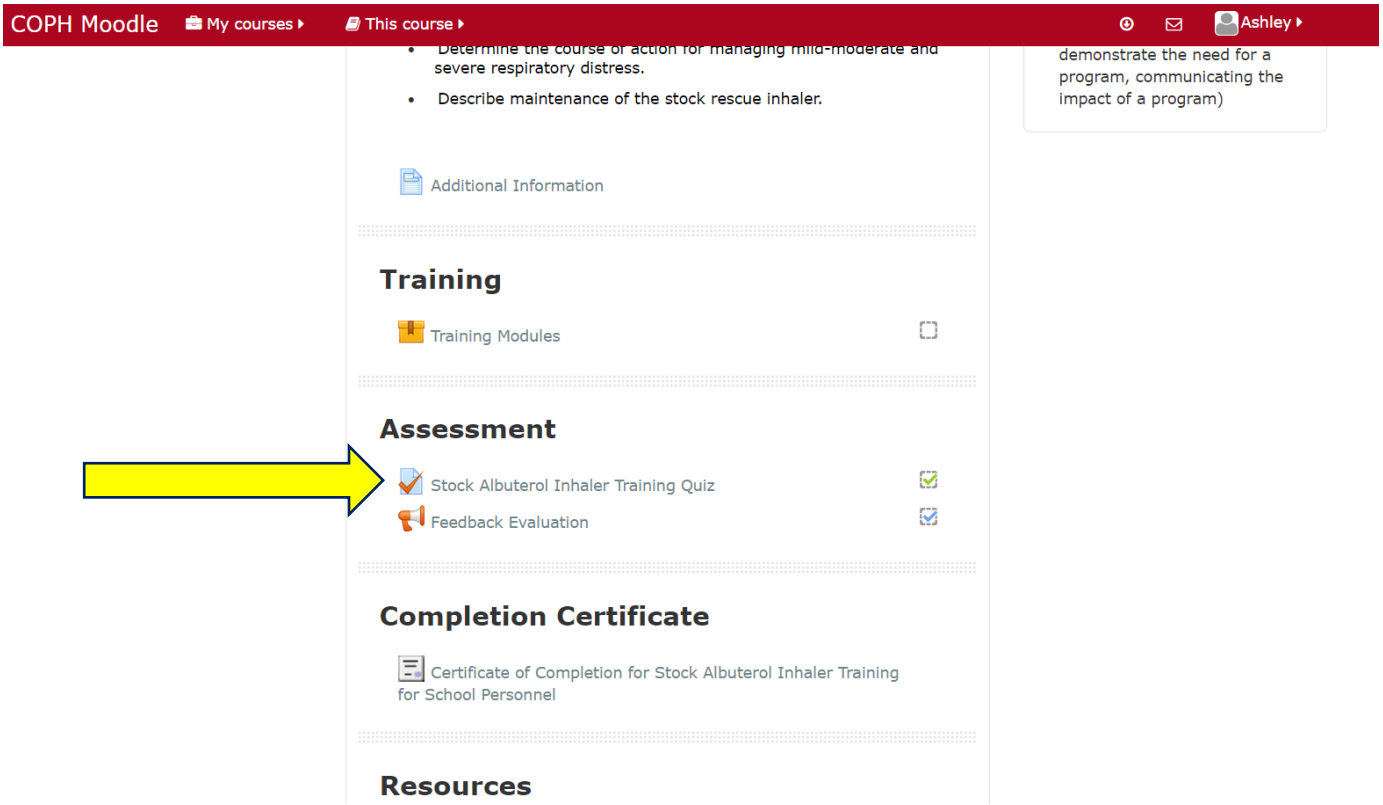
B) Congratulations! You have now accessed the Stock Albuterol Inhaler Training for School Personnel. You can click on the blue “<” box to enlarge the training.



10) After the course has been completed, click **out** of the course window. The course navigation page (displayed below) should be running in the background.

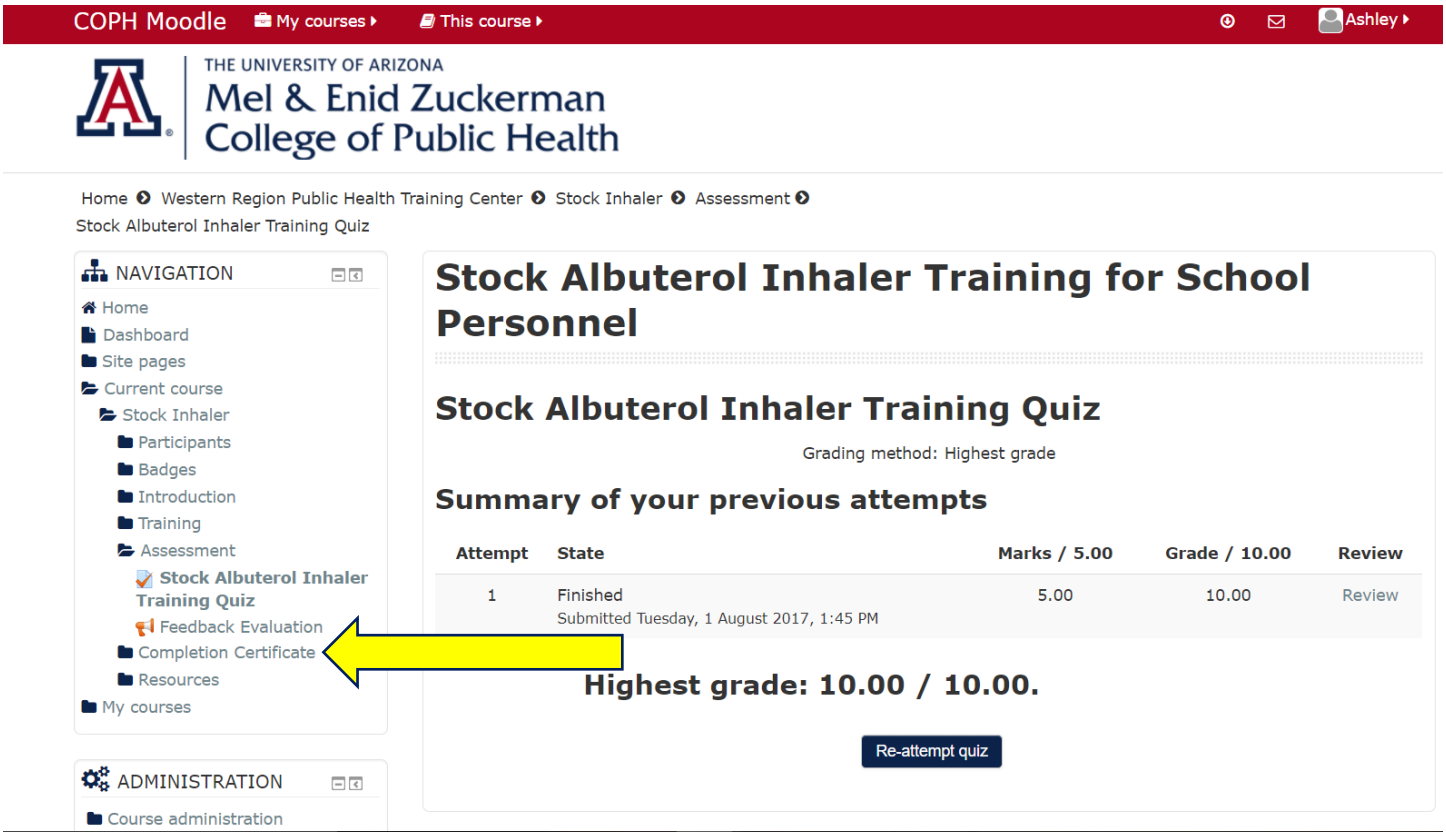


A) Scroll down the course navigation page. Click on the "Stock Albuterol Inhaler Training Quiz".

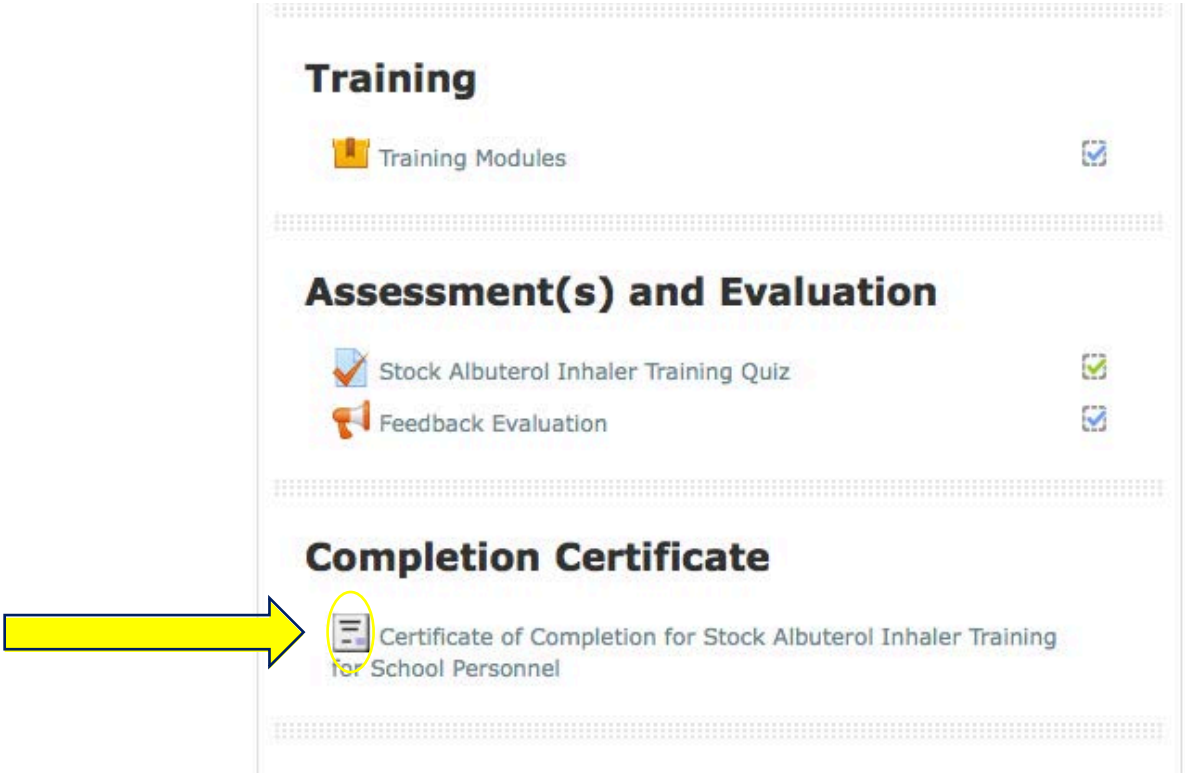


11) Click “Attempt Quiz Now”.

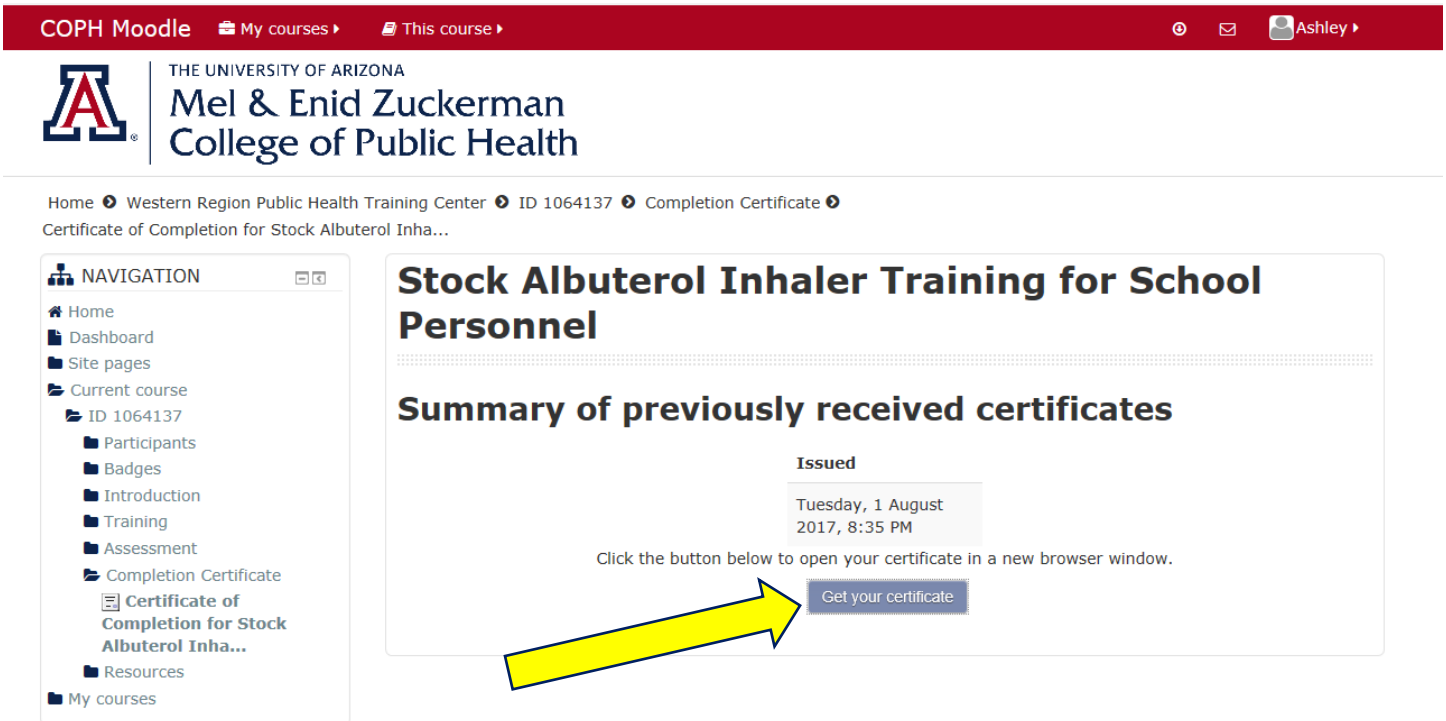
A) Complete the Stock Albuterol Inhaler Training Quiz. Next, complete the Feedback Evaluation. Please note, the training curriculum, quiz AND feedback evaluation must be completed before a **completion certificate** can be printed. To access the **completion certificate**, click on the Completion Certificate Box.



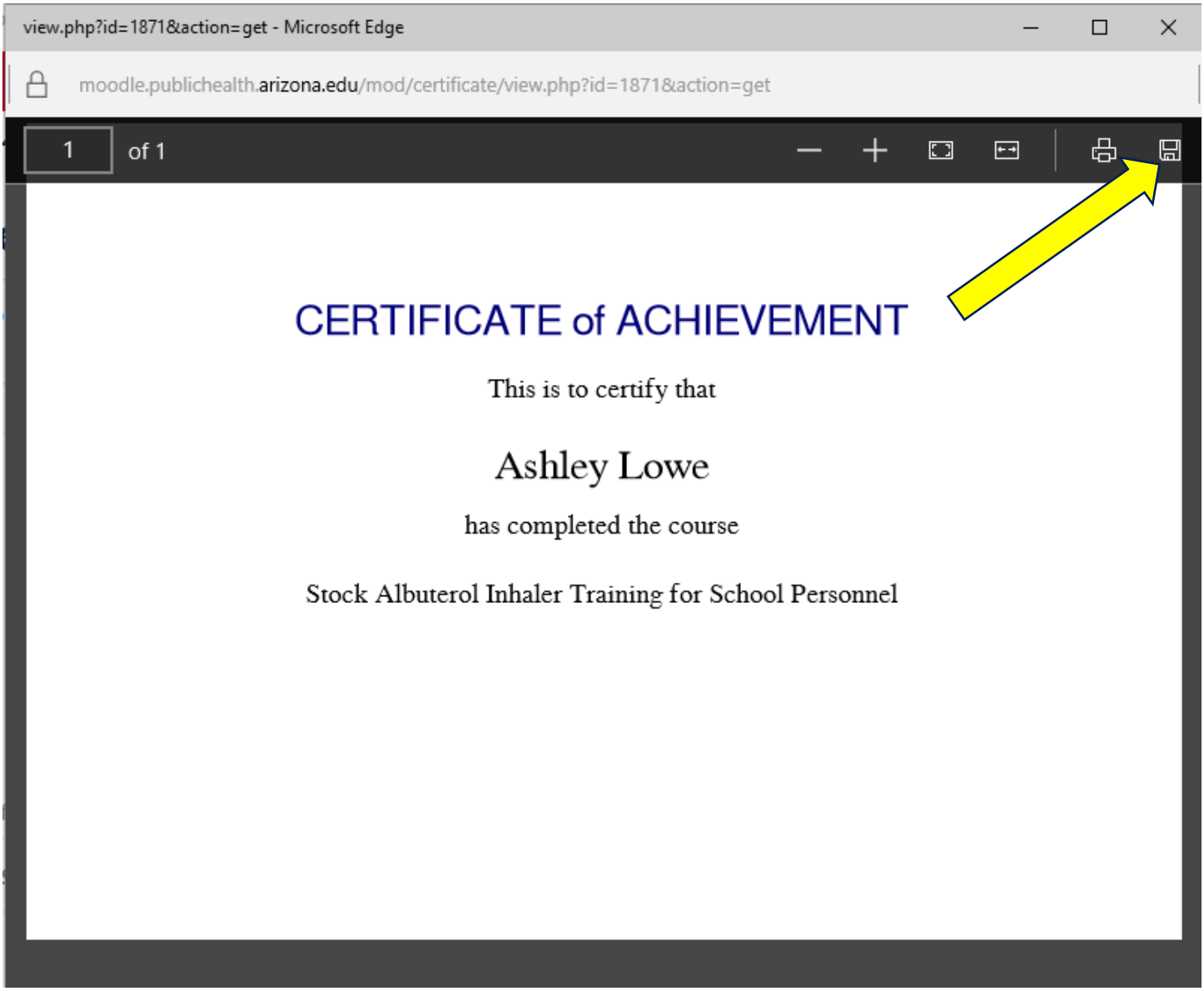
12) Once the course navigation page is displayed, scroll down to the section titled “Completion Certificate”. Click on the icon to the left-hand side.



13) Click on the blue box labeled, “Get your certificate”.



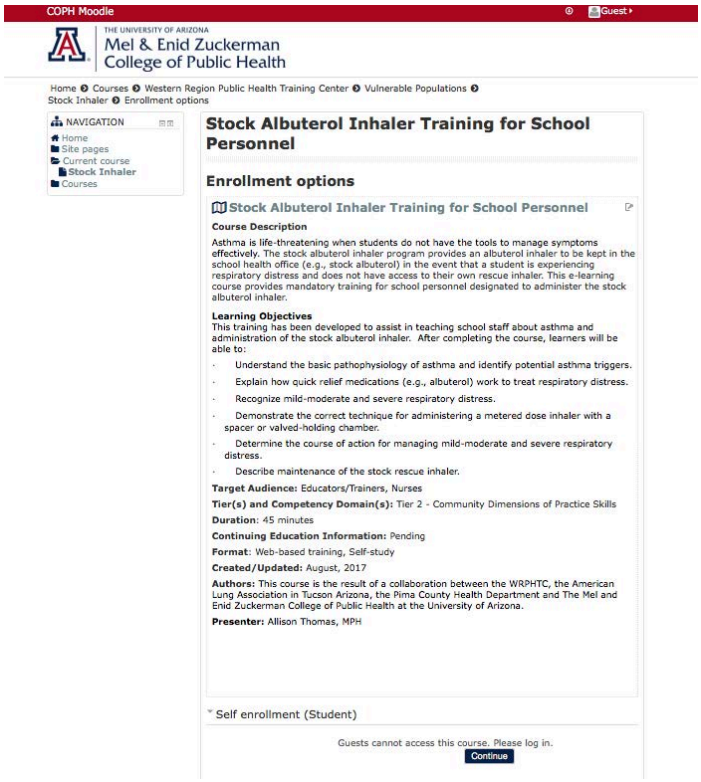
14) A separate window will pop up containing the **completion certificate**. Press CTRL S simultaneously to save the completion certificate, or click on the save icon located at the top, right-hand side of the window. *Please note, your completion certificate may appear different than the completion certificate displayed below.



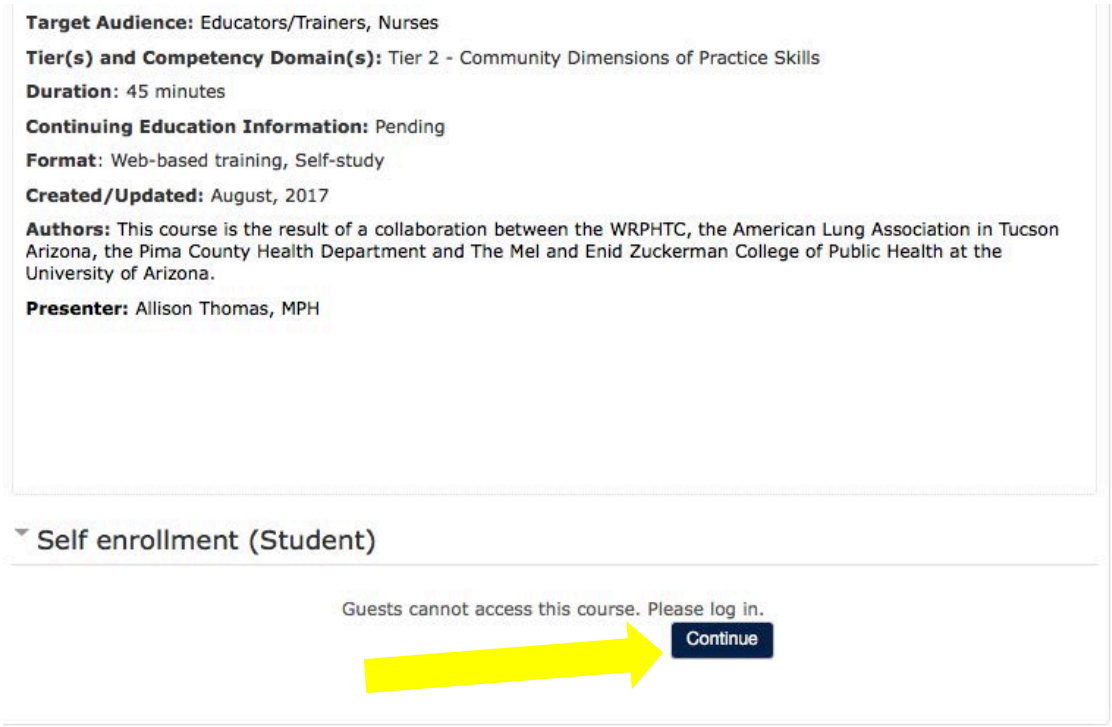
15) Print the completion certificate and attach it to the back of the School Staff Training Form located inside the school kit. The Stock Inhaler for Schools program coordinator will collect each certificate at a later time.

INSTRUCTIONS FOR RETURNING USERS:

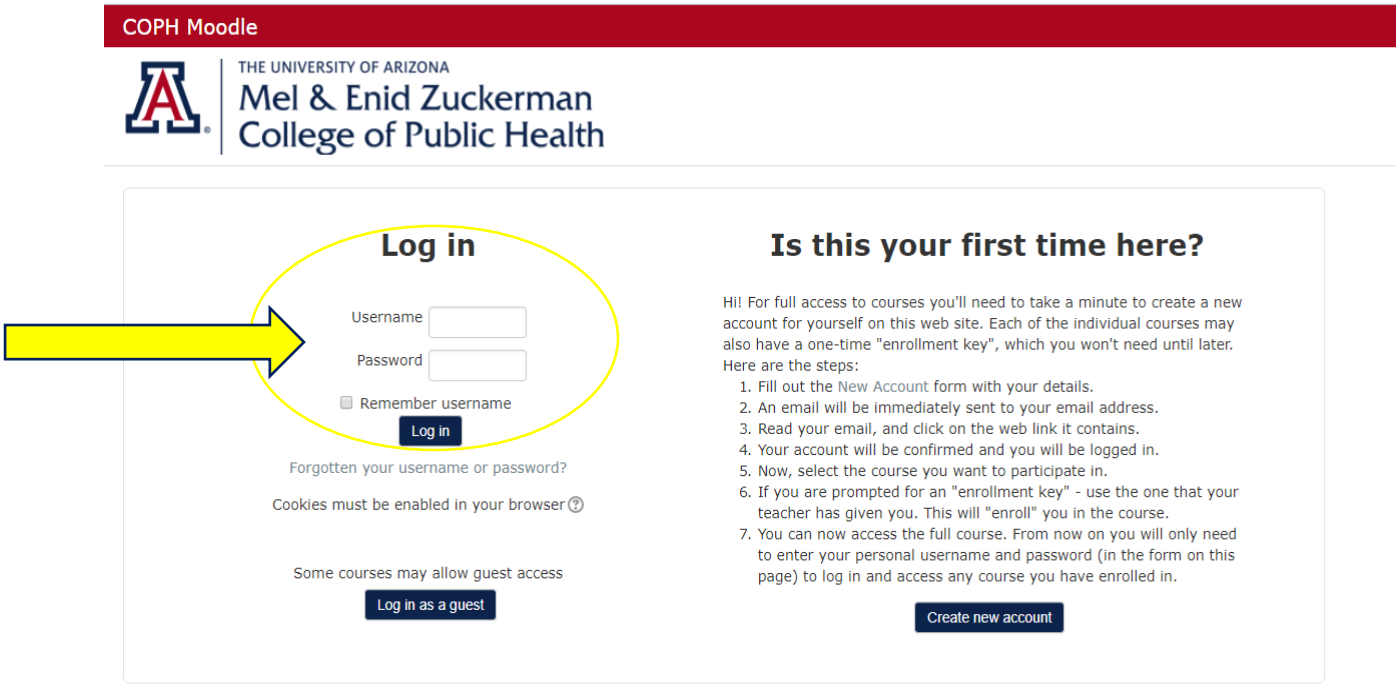
1) To access the online training curriculum, use the following link:
https://moodle.publichealth.arizona.edu/enrol/index.php?id=247
The link will take you to the training page on the **COPH Moodle** site:



2) Click "*Continue*" located on the bottom of the page.



3) Log in using your COPH Moodle Username and Password.



5) Follow steps 9-15 of Instructions for New Users located on pages 7-12 of this document.