Online Safety Refresher

- Send this link to your students: https://forms.gle/HWKEzWGCc64y7Ahx6
  - Add to your Google Classroom
    Or
  - Send the link to their **college** email address (remember you could use the course code email address to email all at the same time)
    OR
  - Direct your students to the Student Landing Page, where the link will be posted
- Students must be signed into their college Google account in order to complete the form (*)
- The refresher should take 20-30 minutes to complete, & should be completed in a single sitting.
- After completion, students will be sent an email containing their responses.

- If they click [View score] , they can see their result, with an option to review the appropriate video if they get a question wrong.
- They are able to retake the quiz if they want to improve their score
- Student emails, along with their responses, are captured in a spreadsheet as they submit
- Completion analysis by course and team will be provided periodically

(*) *When devices/computers are working as they should, adding the link to Google Classroom, or sending it to a student's **college** email address, ensures that students are already signed into Google when they access the form.*
Occasionally, when using phones which have more than one Google account connected, if the phone is very old, or apps/OS haven't been updated for a long time, a student may not be able to access the form.
If this happens, suggest the following:
- *Try updating apps on the phone*
- *Try updating the operating system on the phone*
- *Complete the activity using a computer instead of a phone*
- *Come into college and use one of the PCs in the LRC*
- *If the link was sent to a personal email address, suggest they sign into Google Chrome with their college Google account & paste the form link into the browser*
- *If none of this is possible, completion of the activity will have to be delayed until they are able to come into college*