

Getting Started with Ride Connection Learning Center

Purpose: This document details how to access the Ride Connection Learning Center. Once you have accessed the center you can:

- Create a new user account
- Select online trainings to participate in
- Complete trainings and print certificates

Note: If you already have an account, begin on page 4 with Step Two: Select Online Trainings to Participate in. **DO NOT OPEN MORE THAN ONE ACCOUNT**

If you are unsure whether you have an active account or need help recovering your password, please email training@rideconnection.org for help.

Step One: Create a New User Account

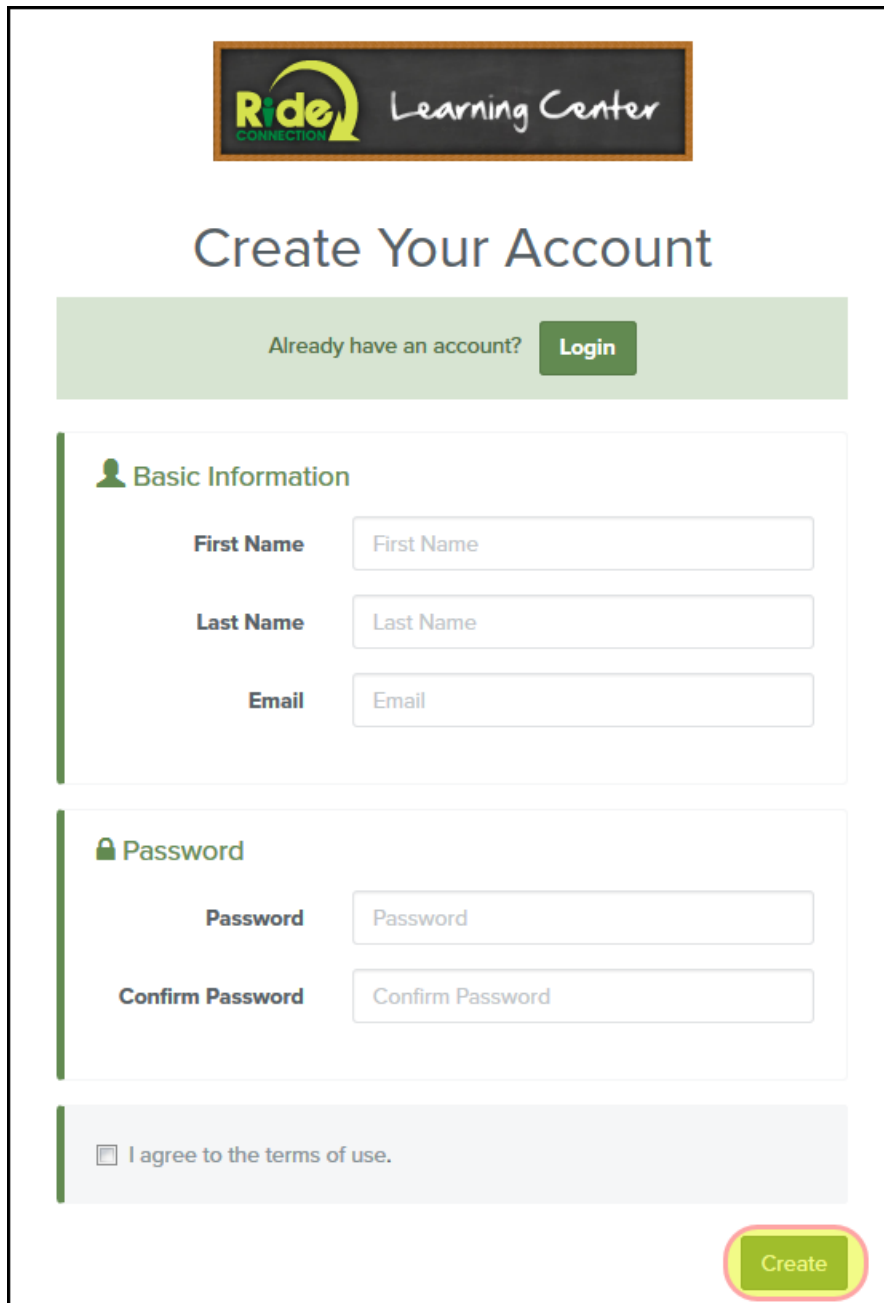
1. Go to: <https://rcllearningcenter.digitalchalk.com>
2. Click the **Create Account** button.



The screenshot shows the Ride Connection Learning Center login and registration interface. At the top is the logo. Below it are two input fields: 'Email' and 'Password'. The 'Email' field has an envelope icon on the right, and the 'Password' field has a lock icon. Below the fields are two buttons: 'Login' (green) and 'Create Account' (yellow with a red border). At the bottom, there is a link: 'Having trouble logging in? [Reset your password.](#)'

Getting Started with Ride Connection Learning Center

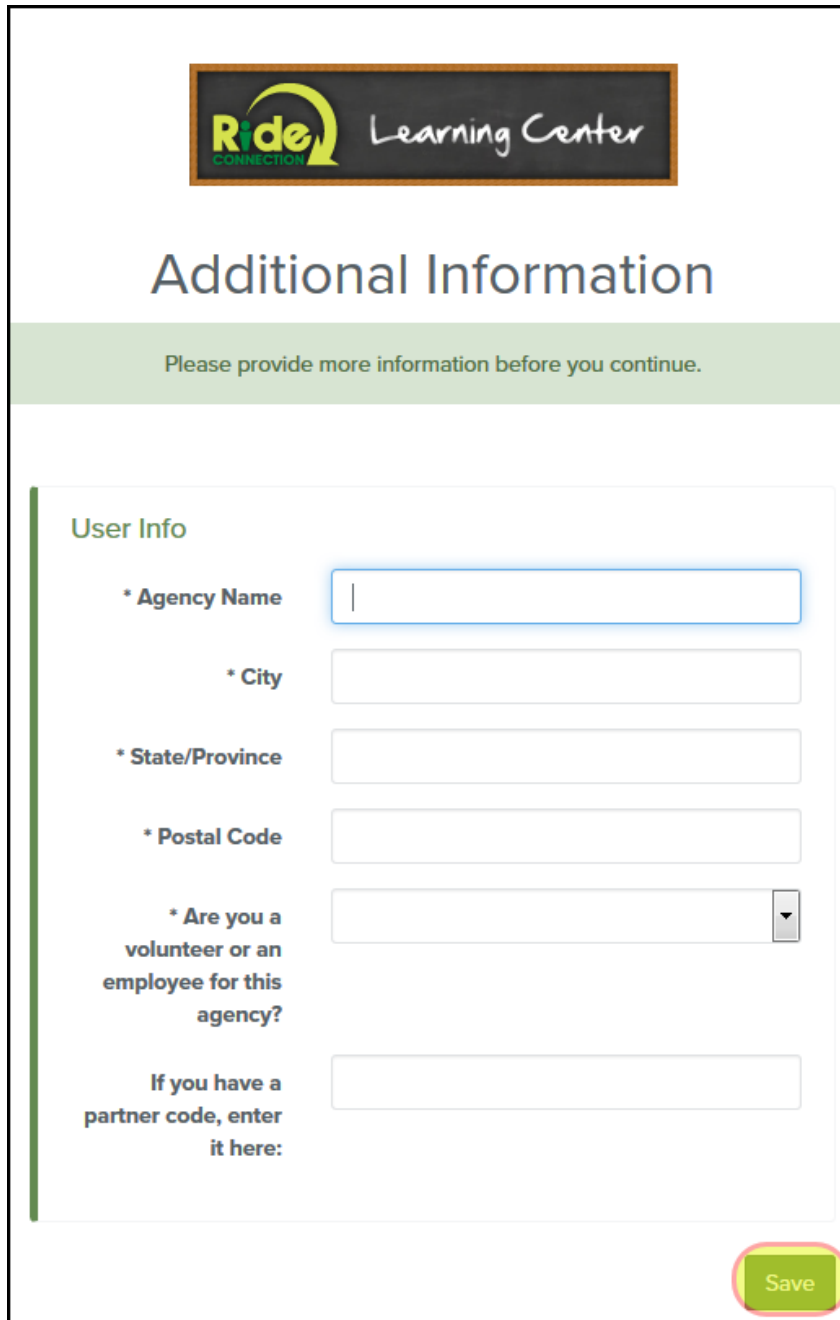
3. The **Create Your Account** page will open. Fill out all of the information on this page and click **Create**.




The screenshot shows the 'Create Your Account' page for Ride Connection Learning Center. At the top, there is a logo for 'Ride Connection Learning Center'. Below the logo, the title 'Create Your Account' is displayed. A green bar contains the text 'Already have an account?' and a 'Login' button. The form is divided into two main sections: 'Basic Information' and 'Password'. The 'Basic Information' section includes three input fields: 'First Name', 'Last Name', and 'Email'. The 'Password' section includes two input fields: 'Password' and 'Confirm Password'. At the bottom of the form, there is a checkbox labeled 'I agree to the terms of use.' and a 'Create' button.

Getting Started with Ride Connection Learning Center

4. Complete the **Additional Information** section and click **Save**.





Additional Information

Please provide more information before you continue.

User Info

* Agency Name

* City

* State/Province

* Postal Code

* Are you a volunteer or an employee for this agency?

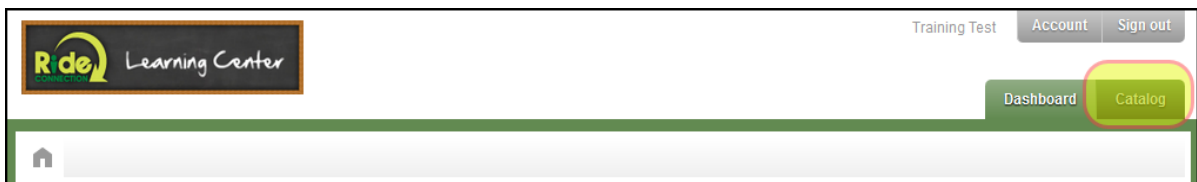
If you have a partner code, enter it here:

Save




Getting Started with Ride Connection Learning Center

Step Two: Select Your Trainings

1. When you log into your account, you are at your **dashboard**, but since this is your first time here, you don't have any courses yet.
2. Click the **Catalog** tab to see the courses available to you.



3. Review the available courses. To select a course, click the **Add to Cart** button underneath the course description. Repeat for each desired course.

		
<p>Bloodborne Pathogens Training--Your Keys to a Safe Trip</p> <p>Bloodborne pathogens are microorganisms that can cause disease when transmitted from one infected individual to another. They are capable of causing serious illness and even death.</p> <p>This training course is designed to inform you about hazards that may be present in blood or other potentially infectious bodily fluids and will provide you with simple methods of protection.</p> <p>Oregon OSHA requires that you receive this training once upon your first assignment as a driver and then annually as a refresher.</p> <p>Required Training Courses</p> <p>\$ 15.00</p> <p>Add to Cart</p>	<p>Safe at Any Age Defensive Driving Online</p> <p>Ride Connection's online <i>Safe at Any Age</i> Defensive Driving course was developed with community transportation drivers in mind. In addition to general defensive driving skills, drivers receive best practice information regarding:</p> <ul style="list-style-type: none"> • Pre-trip inspections • Larger vehicle maneuvering • Passenger pick-up/drop off • Other situations that affect community transportation drivers <p>Required Training Courses</p> <p>\$ 40.00</p> <p>Add to Cart</p>	<p>What Every Driver Needs to Know About Dialysis Transportation</p> <p>This course provides community transportation and medical transportation drivers with the information they need to ensure safe, comfortable trips for their passengers who travel to and from dialysis treatment.</p> <p>Required Training Courses</p> <p>\$ 30.00</p> <p>Add to Cart</p>

Getting Started with Ride Connection Learning Center

4. At the top of the screen, the shopping cart will show how many courses you have selected. Click the green button with the **shopping cart icon** to continue.



5. The checkout screen will appear.
6. Click **Checkout** to enter your information and then click **Continue**.

Note: If you are driving for a partner agency and have a discount code, enter it here. If you are not driving for a partner agency, enter your payment information as instructed on the screen. If you do not know the code or are unsure if you drive for a partner agency, contact training@rideconnection.org to verify **before** entering your credit card information. No refunds will be issued.

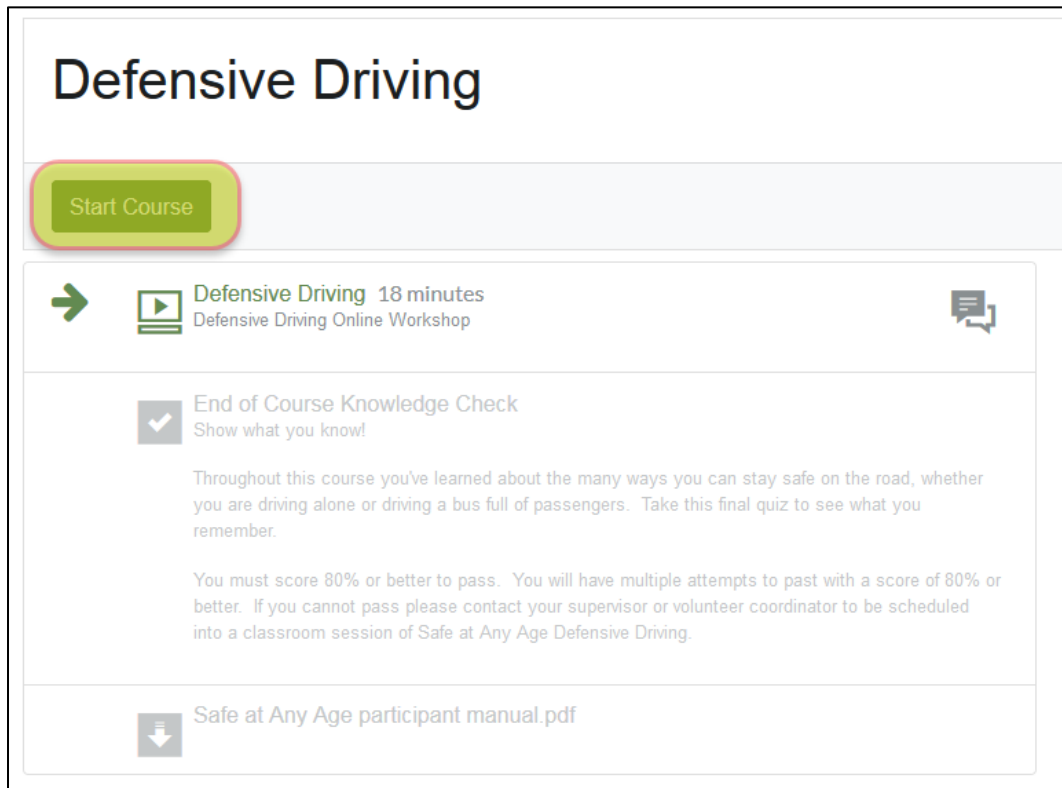
If you have a discount code, please do not use it more than once for each class. If you are having difficulty with a course, please contact us for help before buying the class again.

Step 3: Complete Trainings and Print Certificates

1. Click the **Dashboard** tab to see your course(s). The Dashboard is like your homepage. Your course(s) will appear here.
2. Click the course you want to take to get started.

Getting Started with Ride Connection Learning Center

3. You will be taken to a screen that looks like this. Click the **course name** to be taken to the course content.



The screenshot shows a course page titled "Defensive Driving". At the top, there is a green "Start Course" button. Below this, there is a list of course items. The first item is "Defensive Driving 18 minutes" with a play button icon and a chat icon. The second item is "End of Course Knowledge Check" with a checkmark icon and the text "Show what you know!". Below this, there is a paragraph of text: "Throughout this course you've learned about the many ways you can stay safe on the road, whether you are driving alone or driving a bus full of passengers. Take this final quiz to see what you remember." and another paragraph: "You must score 80% or better to pass. You will have multiple attempts to past with a score of 80% or better. If you cannot pass please contact your supervisor or volunteer coordinator to be scheduled into a classroom session of Safe at Any Age Defensive Driving." At the bottom, there is a download icon and the text "Safe at Any Age participant manual.pdf".










4. Your course will appear. Press **play** and follow the instructions on your screen.

Getting Started with Ride Connection Learning Center

5. When you have viewed all the slides in the course, the final slide will direct you to go back to your **dashboard**. (You can also click the link provided at the bottom of the course.) When you are at your dashboard, click the class you are working on and you will now see that you have a **quiz item** available to you.

Defensive Driving

[Continue Course](#)

-   **Defensive Driving** 18 minutes
Defensive Driving Online Workshop 
-   **Safe at Any Age participant manual.pdf** 2.28 MB 
-   **End of Course Knowledge Check**
Show what you know! 

Throughout this course you've learned about the many ways you can stay safe on the road, whether you are driving alone or driving a bus full of passengers. Take this final quiz to see what you remember.

You must score 80% or better to pass. You will have multiple attempts to pass with a score of 80% or better. If you cannot pass please contact your supervisor or volunteer coordinator to be scheduled into a classroom session of Safe at Any Age Defensive Driving.

6. Click the quiz link and then click **Begin Test**. You will have multiple attempts to pass the quiz with a score of 80% or better. If you cannot pass the quiz, please contact your supervisor to be scheduled into a classroom session instead.





Getting Started with Ride Connection Learning Center

7. After you successfully complete your final quiz a **certificate link** will appear. Click on the link to **download the certificate**. Please save a copy for yourself and give a copy to your supervisor. Ride Connection will automatically be alerted when you complete the class and will record your completion date in your driver file.



Defensive Driving

Completed!

Visit your **completed courses** to see your final grade

- ✓  Defensive Driving
Defensive Driving Online Workshop
- ✓  Safe at Any Age participant manual.pdf
- ✓  End of Course Knowledge Check
Show what you know 

Throughout this course you've learned about the many ways you can stay safe on the road, whether you are driving alone or driving a bus full of passengers. Take this final quiz to see what you remember.

You must score 80% or better to pass. You will have multiple attempts to past with a score of 80% or better. If you cannot pass please contact your supervisor or volunteer coordinator to be scheduled into a classroom session of Safe at Any Age Defensive Driving.
- ✓  Certificate 

Need Help?

Please email support@digitalchalk.com.