

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:

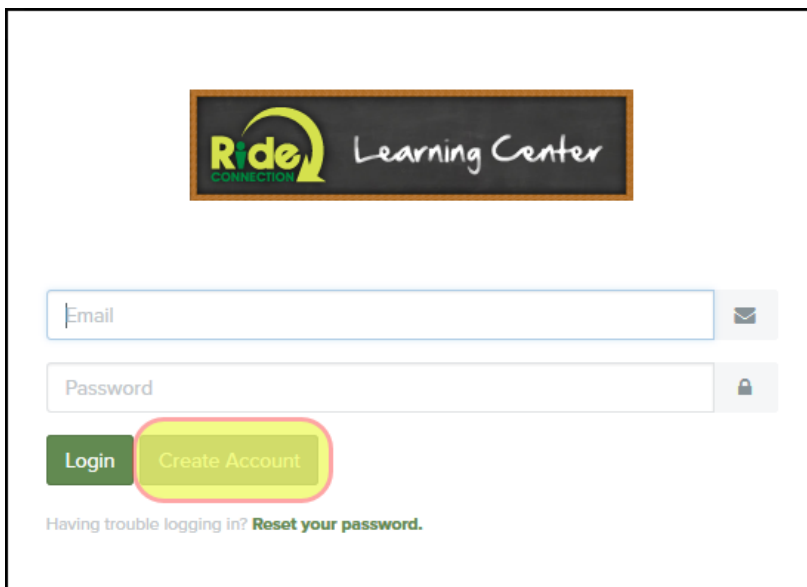
- Create a new user account
- Select online trainings to participate in
- Complete trainings and print certificates

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.

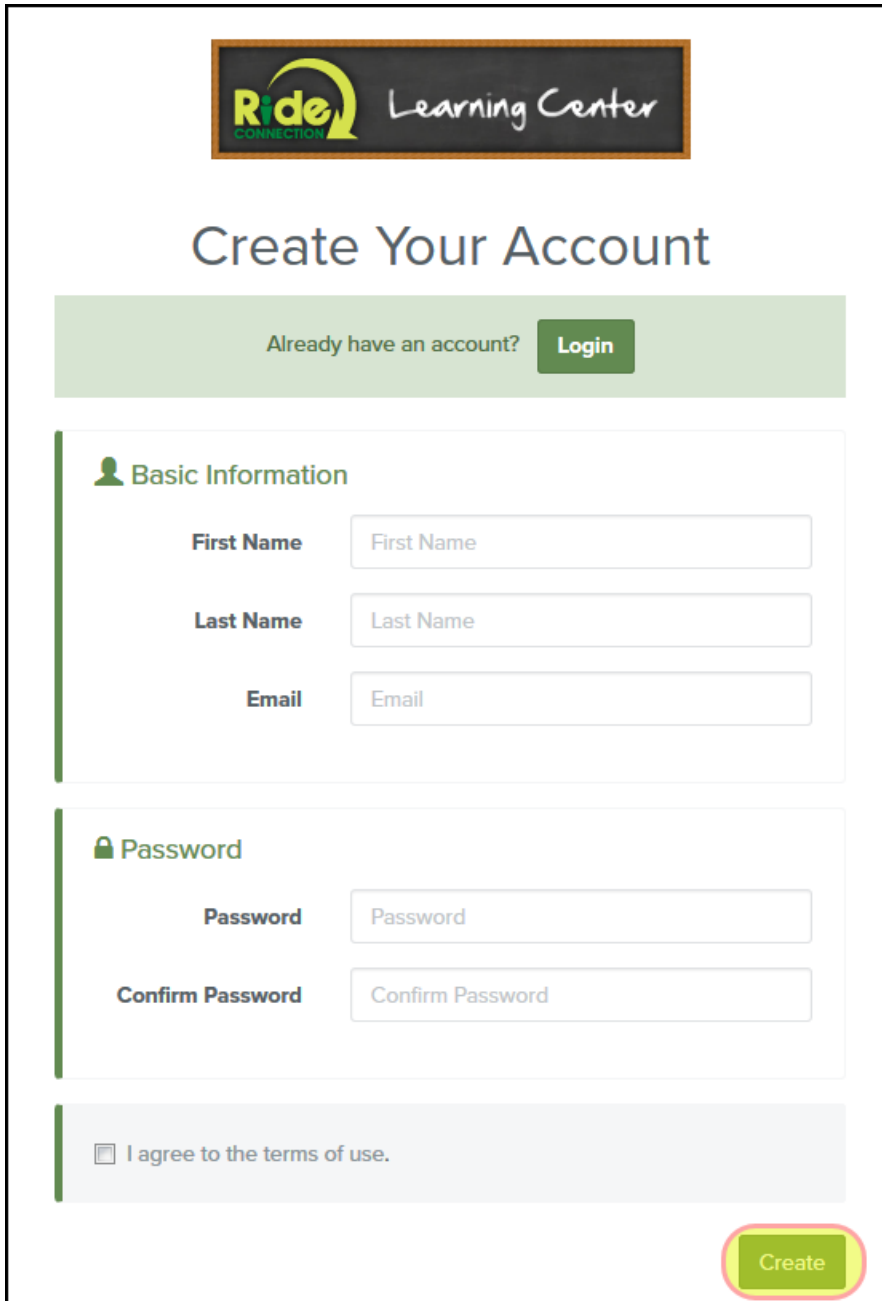
Step One: Create a New User Account


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



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





Create Your Account


Already have an account? [Login](#)

 **Basic Information**

First Name

Last Name

Email

 **Password**

Password


Confirm Password

I agree to the terms of use.

[Create](#)

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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?

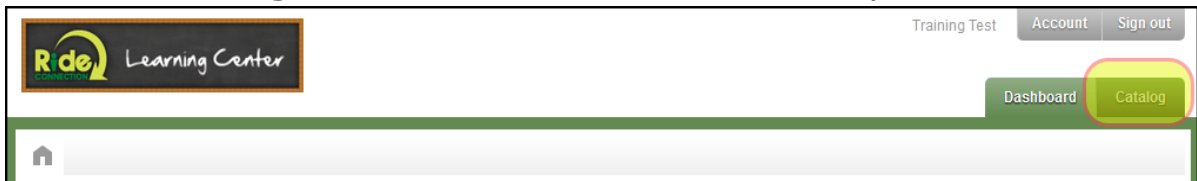
If you have a partner code, enter it here:

Save

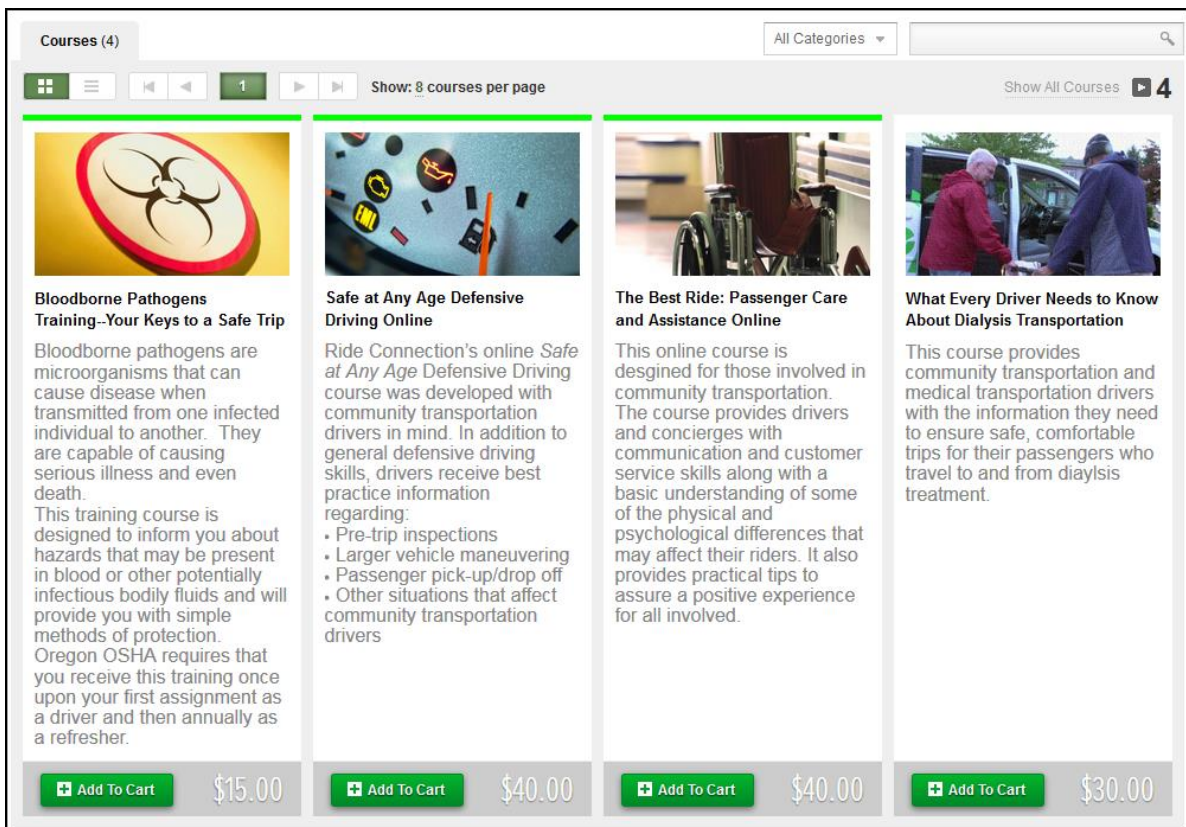
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Step Two: Select Online Trainings to Participate In

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.



Course Title	Description	Price
Bloodborne Pathogens Training--Your Keys to a Safe Trip	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. 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. Oregon OSHA requires that you receive this training once upon your first assignment as a driver and then annually as a refresher.	\$15.00
Safe at Any Age Defensive Driving Online	Ride Connection's online <i>Safe at Any Age Defensive Driving</i> course was developed with community transportation drivers in mind. In addition to general defensive driving skills, drivers receive best practice information regarding: <ul style="list-style-type: none"> • Pre-trip inspections • Larger vehicle maneuvering • Passenger pick-up/drop off • Other situations that affect community transportation drivers 	\$40.00
The Best Ride: Passenger Care and Assistance Online	This online course is designed for those involved in community transportation. The course provides drivers and concierges with communication and customer service skills along with a basic understanding of some of the physical and psychological differences that may affect their riders. It also provides practical tips to assure a positive experience for all involved.	\$40.00
What Every Driver Needs to Know About Dialysis Transportation	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.	\$30.00

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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.

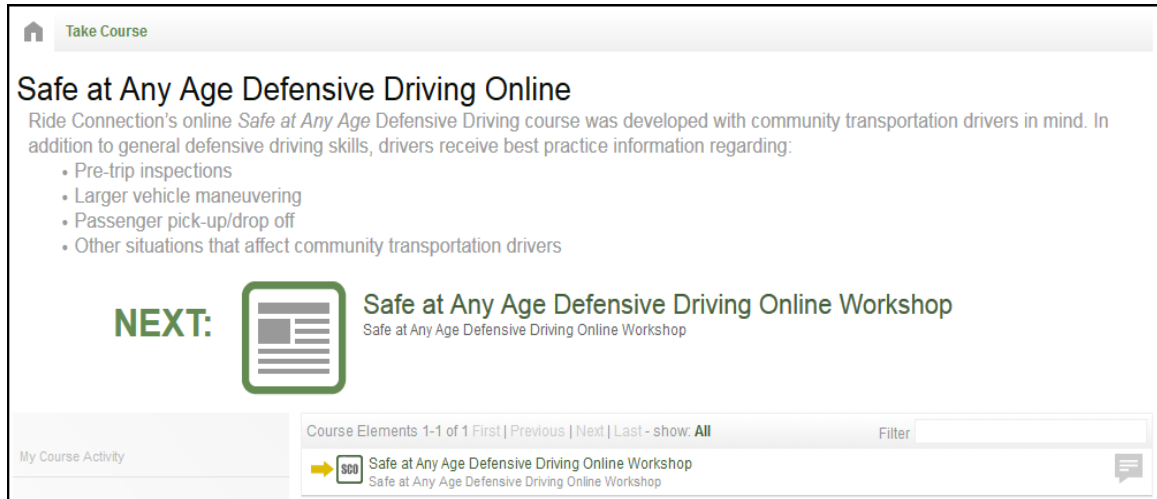
If you have a discount code, please do not use it more than once for each class. If you are having difficulty with a course, please contact us for help before buying the class again.

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.

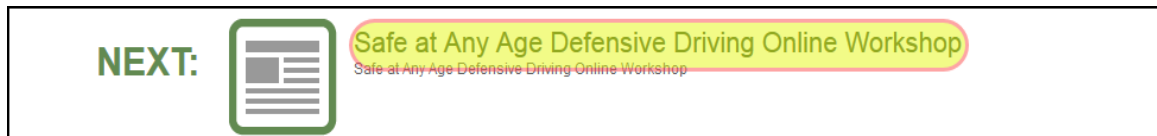
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3. You will be taken to a screen that looks like this:



The screenshot shows a web interface titled "Take Course". The main heading is "Safe at Any Age Defensive Driving Online". Below the heading, there is a paragraph of introductory text and a bulleted list of topics covered in the course. A "NEXT:" button with a document icon is highlighted, leading to "Safe at Any Age Defensive Driving Online Workshop". At the bottom, there is a "My Course Activity" section with a list of course elements, including "Safe at Any Age Defensive Driving Online Workshop".

4. Click the **course name** to be taken to the course content.

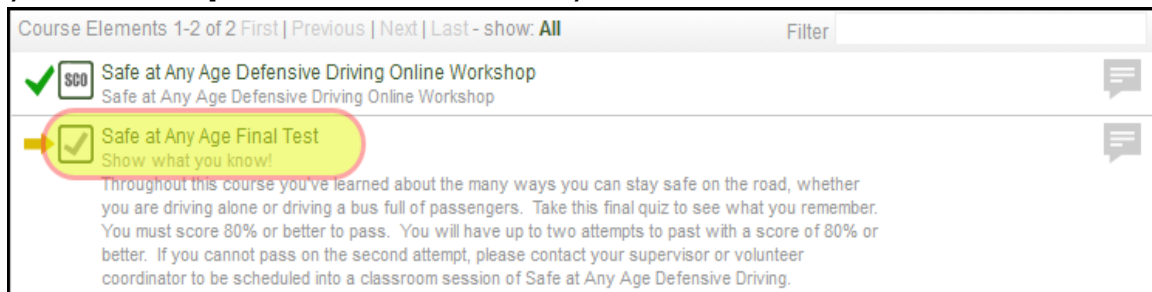


A close-up of the "NEXT:" button and the course name "Safe at Any Age Defensive Driving Online Workshop". The course name is highlighted with a red and yellow border.

5. Your course will appear. You can use the **Next** button to move through the slides. You don't have to do the entire course in one sitting. If you leave mid-way through you'll be asked next time if you want to start back where you left off.

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- When you have viewed all the slides in the course, the final slide will direct you to go back to your **dashboard**. 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.



The screenshot shows a course dashboard with the following elements:

- Course Elements 1-2 of 2 First | Previous | Next | Last - show: All
- Filter
- Safe at Any Age Defensive Driving Online Workshop (with a green checkmark icon)
- Safe at Any Age Final Test (with a green checkmark icon and a yellow highlight box around it)
- 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 up to two attempts to pass with a score of 80% or better. If you cannot pass on the second attempt, please contact your supervisor or volunteer coordinator to be scheduled into a classroom session of Safe at Any Age Defensive Driving.

- Click the quiz link and then click **Begin Test**. You will have up to two attempts to pass the quiz with a score of 80% or better. If you cannot pass the quiz on the second attempt, please contact your supervisor to be scheduled into a classroom session instead.
 - Note:** If you are taking Bloodborne Pathogens, the quiz is built into the course. When you complete the course, go to your dashboard, click **Completed Courses**, and then click Bloodborne Pathogens. Follow step 7 to get your certificate.
- 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.

Need Help?

Please email support@digitalchalk.com