



Districtwide Compliance Training

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How do I access the compliance training?

To access the district wide compliance training, staff must sign into myMCPS Classroom using their MCPS Google Apps username and password. Since myMCPS Classroom is a web-based application, it can be accessed using any modern web browser. For the best experience, we strongly recommend you use the Google Chrome browser.



Internet Explorer

Chrome

Safari

Firefox

Accessing the training for the first time?

1. Launch the Google Chrome browser and sign in with your MCPS Google Apps account. Before continuing, be sure you are not signed in to any other personal Google Apps accounts.
2. **Copy/paste the web address** noted in the email you received upon registering via PDO (subject line: ACTION REQUIRED). The link you received directs you to the appropriate course to access the modules you need to complete based on your status as either a new hire or returning employee.
3. Accept any terms/conditions if prompted. Then click **Enroll in Course** and then click **Go to the Course**.



Video Tutorial: [Enrolling in the Compliance Training](#)



Returning to the training?

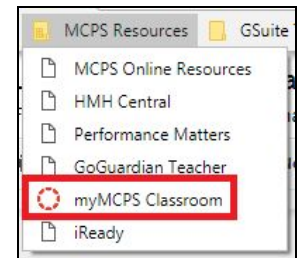
Option 1: Not signed into Chrome (PC/Mac)

1. Navigate your web browser to the following address: <https://mcpsmd.instructure.com>
2. Enter your MCPS Google Apps username and password.
3. Click **Sign in** to access the myMCPS Classroom dashboard.

Option 2: Signed into Chrome/ From a Chromebook

After [signing into Chrome](#) or an MCPS Chromebook using your Google Apps username and password,

1. From the **Bookmarks bar**, select **MCPS Resources**.*
2. Select **myMCPS Classroom**.
3. Navigate to your compliance course displayed on the dashboard.



*Don't see the Bookmarks bar in Chrome? Select  > Bookmarks > Show Bookmarks bar.

Option 3: Smartphone

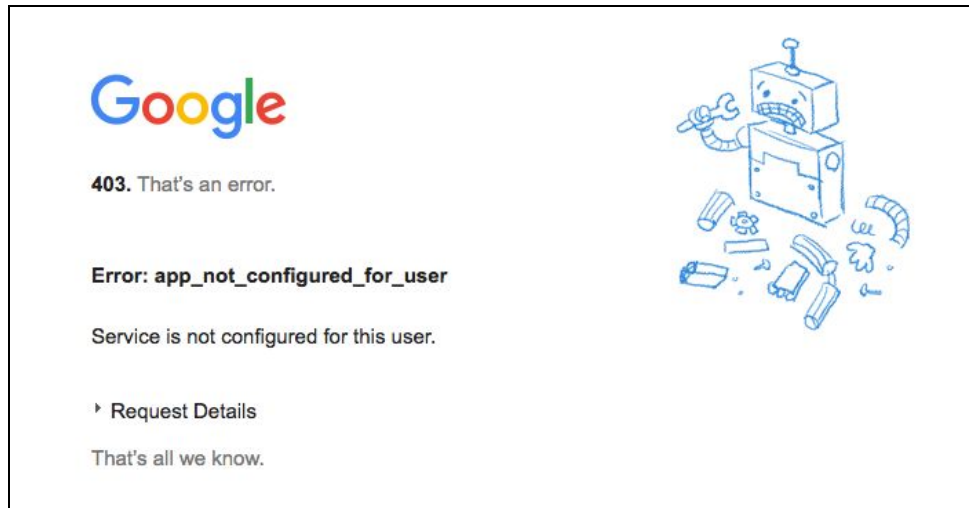
1. Navigate your web browser to the following address: <https://mcpsmd.instructure.com>*
2. Enter your MCPS Google Apps username and password.
3. Click **Sign in** to access the myMCPS Classroom dashboard.

*At this time, installing and using the Canvas mobile app to access the training is not recommended.



Having trouble?

I tried to log into myMCPS Classroom and got this message!



I'm using the Google Chrome browser!

You may be signed into a non-MCPS Google Apps account. Be sure to [sign out of Chrome](#) from this account and [sign in to Chrome](#) using your MCPS account before navigating to the training.

I'm not using the Google Chrome browser!

You may be signed into a non-MCPS Google Apps account. Visit <https://www.google.com> and look in the upper right-hand corner to determine which account is signed into Google Apps. If you are signed into a non-MCPS Google Apps account, click your profile icon and then click Sign out.



Montgomery County Public Schools

I've never logged into my MCPS Google Apps account before!

Google
Set up Chrome
Sign in to get your bookmarks, history, and settings on all your devices. [Learn more](#)

1 Type your new email address
Think of your outlook email address:
• Replace the underscores (_) with **dots** (.)
• Replace .org with **.net**

2 Enter your password
• First time? use Employee ID

3 Click "sign in" or push enter

Choose what to sync

I tried to log into myMCPS Classroom but I don't know my password!

In order to log into myMCPS Classroom you need to use your MCPS Google Apps username and password. If you can't remember your username and/or password, please contact the Help Desk via phone at 301-517-5800 or via email at helpdesk@mcpsmd.org. If you contact the Help Desk via email, be sure the subject of your email reads **"GAFE Reset - Compliance"** for expedited processing.

Google
Sign in with your Google Account

matthew.r.mcgoldrick@mcpsmd.net

Password

Wrong password. Try again.

Sign in

Forgot password?

Send Attach Discard

To HD Help Desk

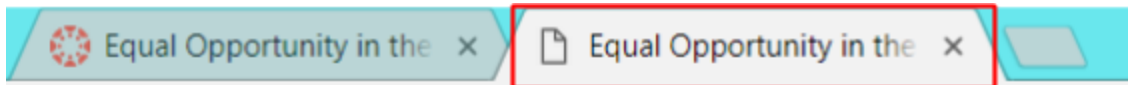
Cc

GAFE Reset - Compliance




All of the extra resources have opened in new tabs. How do I get back to the module?

During the training you will accumulate several tabs. Look for the tab with the module title and page symbol to return to the active module.



I've completed one module. How do I access the next?

After completing a module, you will likely have several tabs open. To access the next module:

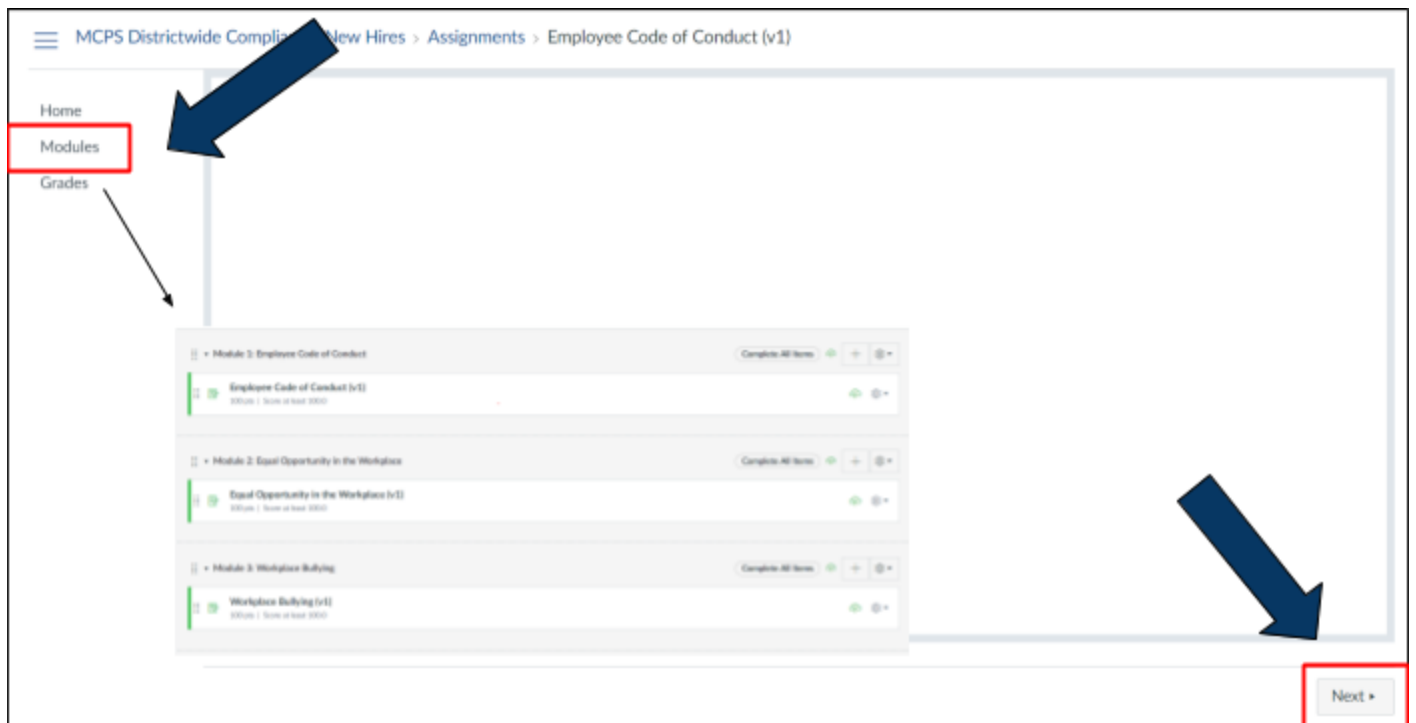
1. Navigate back to the tab that has this symbol: 



2. Close all other tabs by clicking the X next to the tab title.



3. Choose **Next** at the bottom right of the screen to go to the next module on the list, or click **Modules** on the left of the screen to choose the next module to complete.



4. Complete the module and repeat the process.



I need to print my grades. How do I do that?

1. Click **Grades** in the left hand course navigation menu.
2. Click **Print Grades** in the top right.
3. Click **Change** to select the printer you would like to print to and press **Print**.

The screenshot shows the 'Grades for Test Student' page. On the left, a navigation menu has 'Grades' highlighted with a red box and a blue circle containing the number '1'. In the top right corner, a 'Print grades' button is highlighted with a red box and a blue circle containing the number '2'. A table of grades is displayed with columns for Name, Due, Score, and Out of. A 'Print' dialog box is overlaid on the table, showing 'Total: 1 sheet of paper', a 'Print' button, a 'Cancel' button, and a 'Destination' dropdown menu set to 'CTI_CopyRoom_HP4555'. A blue circle containing the number '3' has arrows pointing to the 'Print' button and the 'Change...' button below the destination menu.

Name	Due	Score	Out of
Employee Code of Conduct (v1)		100%	100
Equal Opportunity in the Workplace (v1)			100
Ethics and Conflicts of Interest (v1)			100
Gangs and Gang Behavior (v1)			100
Recognizing and Reporting Child Abuse and Neglect (v1)			100
Religious Diversity (v1)			100
Student Bullying, Harassment, and Intimidation (v1)			100
Student Sexual Harassment(v1)			100