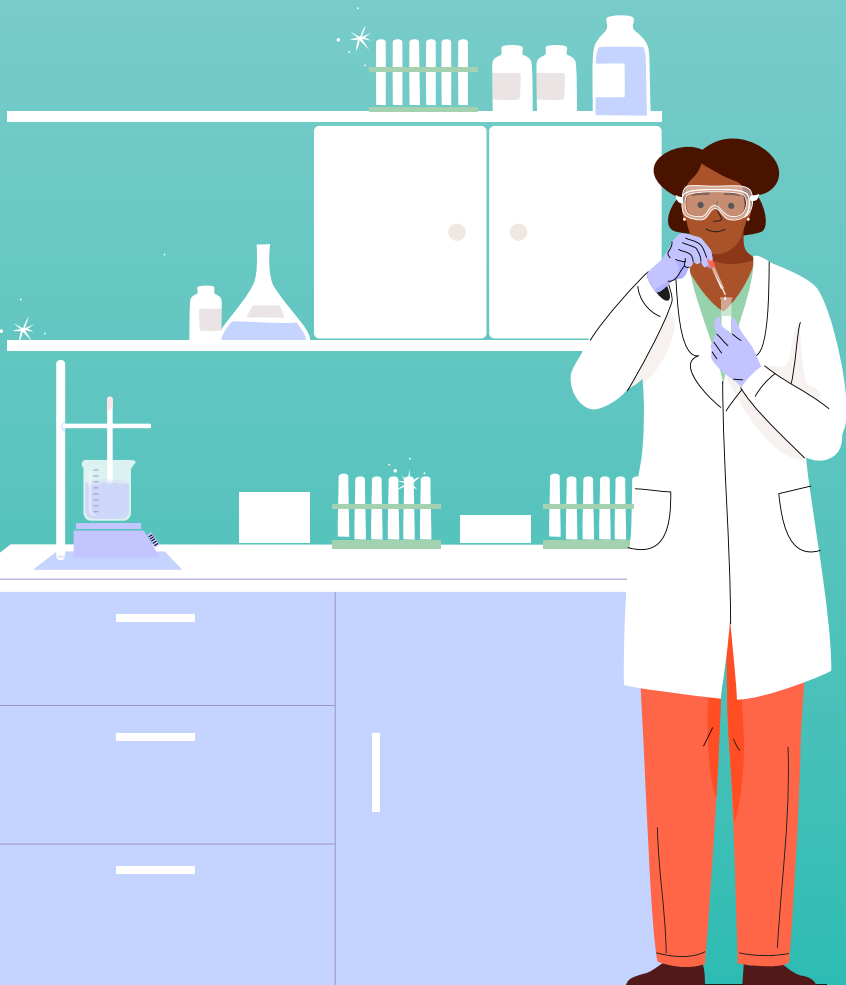




ACS CENTER FOR
Lab Safety

INSTRUCTOR QUICK REFERENCE GUIDE TO ACS ESSENTIALS ONLINE COURSES

WELCOME TO THE ACS ESSENTIALS ONLINE COURSES QUICK REFERENCE GUIDE!
This guide provides answers to common questions about accessing, navigating,
and completing our ACS Essentials Online Courses.



American Chemical Society

Login Instructions

Q: How do students log in and access the course?

A: Students will log into your institution's LMS, find the corresponding chemistry class for which they are enrolled, and click on the link to enter the course. The course should be listed as an assignment.

If your institution is being hosted by ACS via our LMS (Docebo), please click here for student login instructions.

If your students encounter any issues logging in, please contact our customer service at institute@acs.org.

Course Completion

Q: How long does it take to complete the course?

A: Our four courses that make up our ACS Essentials of Lab Safety Suite vary in length and estimated completion times:

- **ACS Essentials of Lab Safety for General Chemistry:** This course takes about 90 minutes to complete. It includes 5 content modules, 1 practice module, and 1 assessment module – for a total of 7 modules.
- **ACS Essentials of Lab Safety for Organic Chemistry:** This course takes about 2 hours to complete. It includes 5 content modules, 1 practice module, and 1 assessment module – for a total of 7 modules.
- **ACS Essentials of Lab Safety for Instructors and TAs:** This course takes about 90 minutes to complete. It includes 5 content modules and 1 practice/review module – for a total of 6 modules.
- **ACS Case Studies for Research Lab Safety:** This course takes about 90 minutes to complete. It includes 1 introduction module, 5 case study modules, and 1 completion module – for a total of 7 modules.

Students can stop and start the modules at any time, and their progress will be saved.

Q: Is there a way to make sure students watch the entire video?

A: Students must progress through each module, answer questions, and play each video before they can move to the next section. Learners can also select the voiceover speed for the entire course to either slow down or speed up the course.

Q: Can students adjust the speed of the course videos?

A: Yes, students can adjust the speed of the course itself and the videos within the course using the player controls panel.

Q: Is closed-captioning available?

A: Yes, students can enable closed captioning for the course by clicking on the “CC” button at the bottom of the course window near the navigation buttons. They can separately enable closed captioning for the videos by selecting “CC” on the player controls panel.

Q: Are there options for languages other than English?

A: Currently, this course is only offered in English.

Technical Recommendations

Q: What are the recommended browsers and devices for the course?

A: When using a desktop or a laptop, our courses work well on Google Chrome, Microsoft Edge, Apple Safari, and Mozilla Firefox browsers. When using a mobile device (i.e., a smartphone or a tablet), it is recommended that students use the app corresponding to your institution's LMS to navigate through the course. Android phones are not recommended at this time.

Q: My student is having trouble accessing my course on my mobile device. What should I do?

A: If students are having trouble completing the course, make sure pop-ups are enabled on their device and clear any cookies and cache. If your student encounters the error message "Missing Key-Pair-Id query parameter or cookie value," this is typically due to device or browser settings. To resolve this, they must ensure that pop-up windows and third-party cookies are enabled in their browser settings.

To disable pop-up blockers:

Google Chrome on iPhone or iPad:

1. Open the Chrome app.
2. Tap the three dots in the bottom right corner to access the menu.
3. Select Settings across the top icons.
4. Scroll down to select Content Settings.
5. Select Block Pop-ups.
6. Toggle the switch to turn Block Pop-ups on or off.

Apple Safari:

1. Open the Settings app on your mobile device.
2. Select Safari.
3. Locate "Block Pop-ups" and slide the button to the disabled position to allow pop-ups.

Microsoft Edge:

1. Open Microsoft Edge.
2. Click on the three lines in the bottom right corner to access the menu.
3. Select Settings and then Privacy & security.
4. Scroll down until you see Block pop-ups.
5. Toggle the switch to turn it off.

For some iPads and tablets, students may need to download a JavaScript app to experience the course properly. Students can search "JavaScript app" in their app store or via these links for laptop/desktop access:

- [Java for Microsoft](#)
- [Java for Apple](#)

Assessments and Certificates

Q: How is student progress assessed?

A: As an instructor, you can see the percentage of modules completed for each linked student in your institution's LMS for each course.

For **ACS Essentials of Lab Safety for General Chemistry** and **ACS Essentials of Lab Safety for Organic Chemistry**, the 7th Assessment module contains a graded quiz covering content throughout the entirety of each course.

- This quiz must be passed with a minimum grade of 80% for the student to pass the entire course.
- The student has an unlimited number of attempts until they reach a grade of at least 80%.
 - Students in the General Chemistry course are allowed two more attempts to increase their grade after they reach a score of 80%.
 - Students in the Organic Chemistry course are allowed one more attempt to increase their grade after they reach a score of 80%.
 - Students do not need to take any additional attempts to increase their grade after they reach a score of 80%.
- The highest score is accepted as the final grade for the Assessment.
- The student is not able to access their Certificate of Completion until they have passed the Assessment with a score of at least 80%.

Q: How do students access their Certificate of Completion?

A: After passing the final Assessment with an 80% to complete the course, students will be able to download a Certificate of Completion within the final module. Instructions on how to save the certificate will be provided to them at the end of the course.

Student Access

Q: Once students complete the course, can they access the course content again?

A: Once they complete the course, a student will be able to go into any module and navigate the course freely, skipping directly to any content they wish to review. Students will lose access to the course when your license agreement with ACS expires.

Q: How long do students have access to the course after they have completed it?

A: In most cases, students can revisit the course for the duration of the semester in which they began the course.

If you have additional questions, please contact our customer service at institute@acs.org.

ACS LMS (Docebo) Log In Instructions

Students will receive an email from institute@acs.org with the subject line "You have been enrolled in course [title of course]." The email will include:

- User Name: school email address provided by instructor
- Password: temporary password that will need to be changed at first login
- Direct Link to Access Course: Students should save this email and/or bookmark this link to ensure they can return to the course.