



ACS CENTER FOR
Lab Safety

STUDENT 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.



Login Instructions

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

A: Log into your institution's LMS, find your chemistry class, and click on the link to enter the course. The course should be listed as an assignment.

If your institution is hosted by ACS via our LMS (Docebo), please refer to the student login instructions provided at the end of this document.

If you 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: The time to complete each course in the ACS Essentials of Lab Safety Suite varies:

- **ACS Essentials of Lab Safety for General Chemistry:** About 90 minutes, with 5 content modules, 1 practice module, and 1 assessment module.
- **ACS Essentials of Lab Safety for Organic Chemistry:** About 2 hours, with 5 content modules, 1 practice module, and 1 assessment module.
- **ACS Essentials of Lab Safety for Instructors and TAs:** About 90 minutes, with 5 content modules and 1 practice/review module.
- **ACS Case Studies for Research Lab Safety:** About 90 minutes, with 1 introduction module, 5 case study modules, and 1 completion module.

You can stop and start the modules at any time, and your progress will be saved.

Q: Do I have to watch the entire video?

A: Yes, you must progress through each module, answer questions, and play each video before moving to the next section. You can adjust the voiceover speed to either slow down or speed up the course.

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

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

Q: Is closed-captioning available?

A: Yes, you can enable closed captioning for the course by clicking on the "CC" button at the bottom of the course window near the navigation buttons. You can also 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 laptop, our courses work well on Google Chrome, Microsoft Edge, Apple Safari, and Mozilla Firefox. For mobile devices (smartphones or tablets), use the app corresponding to your institution's LMS to navigate through the course. Android phones are not recommended at this time.

Q: I'm having trouble accessing the course on my mobile device. What should I do?

A: Ensure that pop-ups are enabled on your device and clear any cookies and cache. If you see the error message "Missing Key-Pair-Id query parameter or cookie value," make sure that pop-up windows and third-party cookies are enabled in your 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 my progress assessed?

A: Your instructor can see the percentage of modules you have completed 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 course.

- You must pass this quiz with a minimum grade of 80% to pass the entire course.
- You have an unlimited number of attempts to achieve a grade of at least 80%.
 - o Students in the General Chemistry course are allowed two additional attempts to increase their grade after reaching 80%.
 - o Students in the Organic Chemistry course are allowed one additional attempt to increase their grade after reaching 80%.
 - o No additional attempts are needed once you reach 80%.
- The highest score is accepted as the final grade for the Assessment.
- You cannot access your Certificate of Completion until you pass the Assessment with a score of at least 80%.

Q: How do I access my Certificate of Completion?

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

Course Access

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

A: Yes, you can revisit any module and navigate the course freely after completion. However, you will lose access to the course when your license agreement with ACS expires.

Q: How long do I have access to the course after I complete it?

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

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

ACS LMS (Docebo) Log In Instructions

You 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.