

# Welcome to Michigan's Online SFI training 2.0

We have pulled together content to form **two course options** for your training. The options include a training that is 4 hours in length and another that is 8 hours worth of training. **You first need to decide what training level you need for this year (4hr or 8hr)**. We have streamlined the process of watching the videos and taking the quizzes **but you cannot switch between 4 and 8 hr courses!**

**Make sure to read all the instructions associated with each of the Step 1,2,3... headings! Scroll Down!**

A few big announcements you will want to note:

- You need to only use 1 device and 1 browser for the entire course.
- You can start and stop and then restart at the beginning of the module segment you left off on **as long as you use the same device and browser** (example - office desktop and google Chrome browser).
- **Do not Use Windows Explorer** (does not work with D2L Courses).
- We have embedded the Quizzes making it much more streamlined and Easier to use (passing grade is 80%).
- When you submit a quiz and get a grade you have to wait 10 to 15 minutes for the grade to register in the gradebook.
- **8 hr course users** need to wait 10-15 minutes, and the second 4 hrs of training will appear as active in the table of contents.
- After passing grades are registered we automatically get an email notification
- In the Awards tab you can download your completion certificate.

For Technical Help please contact the Michigan State University Discovery Services Help Desk at 800- 500-1554 or 517-353-8700, by email [reachout@msu.edu](mailto:reachout@msu.edu), on via website: <https://lib.msu.edu/dls/>. **(You must tell the help desk what state you are from so they help you enroll in the correct course (Michigan, GA, etc.). Their hours are from 7am-12am on Monday through Friday and 10am-12am on Saturday/Sunday.**

## Step 1. Create Your Account

Create your Michigan State University Guest Account by following the instructions on this website: [MSU Guest Account Creation Page](#). For detailed, step-by-step instructions visit the following page: [Create Your Account](#). If you already have an MSU Guest Account from a previous course skip to Step 2. You will use your Guest Account to register for the course and to login to the course so make sure to remember your password!

**Please note:** After you create your account a new window will open and this is where you will get sidetracked. Even though you have created an account you will still need to register for the course. Close the new window and move on to Step 2 (below).

## Step 2. Select the 4- or 8-Hour Course

As mentioned above, you can choose to take the 4 hour or the 8 hour course. Make your decision based on the amount of training you need for this year. Below are registration instructions for each course. You will need to login with your email address and password that you used to create your account in order to register - see the screen capture below for more details.

- [Registration Link for the 4 Hour SFI Training Course](#)
- [Registration link for the 8 Hour SFI Training Course](#)

The image shows a screenshot of the MSU login page. At the top, there is a 'SIGN IN' button with a lock icon. Below it, there are three input fields: 'MSU NETID' (containing 'd2lgwynshelle@gmail.com'), 'PASSWORD' (with masked characters), and 'AUTHENTICATOR' (a dropdown menu set to 'MSU Net'). A 'SIGN IN' button is located below the password field. A yellow banner at the top right contains the following text: 'An active MSU NetID or Community ID is required. A login is required to complete your course registration. If you do not have an MSU NetID, you must create a Community ID before continuing. If you already have a Community ID, enter your full email address in the MSU NETID field. To create a Community ID or reset your Community ID password, please visit <https://community.idm.msu.edu/selfservice/>.' Three numbered callouts point to the input fields and the sign-in button: 1. '1. Enter your email address in the MSU NETID field' points to the MSU NETID field. 2. '2. Enter the password you set when registering for the course' points to the password field. 3. '3. Click the SIGN IN button' points to the SIGN IN button. At the bottom, there is a 'Forgot Password?' link and a 'DO YOU NEED HELP?' section with a 'Help & Support' link.

## Step 3. Login to D2L and Click on Content Tab (same instructions for 4 and 8 hour course)

To login to D2L (the platform for the online course)

1. Go to <https://d2l.msu.edu/>
2. In the NetID field enter your Guest Account (your email address)
3. Enter your password
4. You will be logged into D2L - click on the course title to get started
5. Once you are in the course select the Content tab as shown below

Course Home Content Checklist Grades Awards

Video is located here

### MI SFI 4 hour course

#### Announcements

##### Getting Started

Posted Apr 22, 2020 9:08 PM

**INSTRUCTIONS:**

To start this course click on the **Content tab** above and you will see Michigan 4 hour course tab in the **Table of Contents**. Watch the video below to learn more!

For any course related questions please contact Jesse Randall at [randal35@msu.edu](mailto:randal35@msu.edu).

[Show All Announcements](#)

#### Technical Assistance

For technical assistance please contact **Michigan State University Discovery Services** at 517-353-8700 or email [reachout@msu.edu](mailto:reachout@msu.edu). They are available from 7am-Midnight Monday through Friday and 10am-Midnight on Saturday/Sunday.

## Step 4. Click on the Michigan 4hr Start Here Button

Course Home Content Checklist Grades Awards

Search Topics

### Michigan 4 hr SFI START HERE

Print

Then click here

100 % 1 of 1 topics complete

Michigan 4 hr Start Here ✓  
SCORM Object

Table of Contents ✓

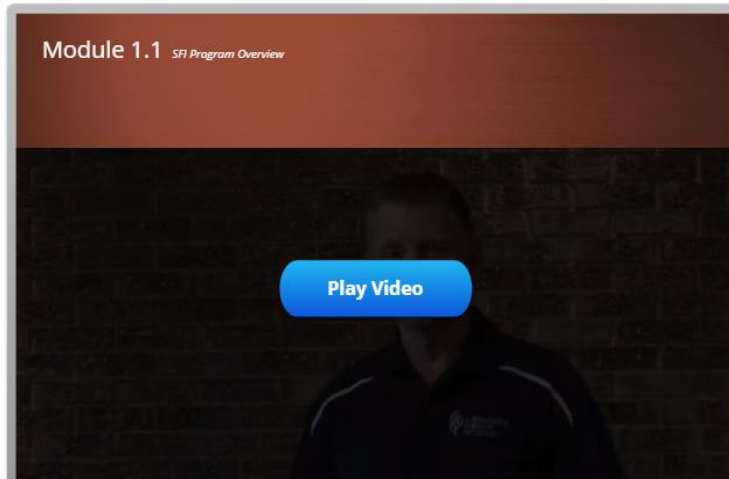
Michigan 4 hr SFI ✓

## Step 5. Click on Play Video

(Start watching, follow instructions on the screen, DO NOT Stop and leave mid-end of the video or you will have to rewatch from the beginning of that individual video!) To get credit for the video time you must advance to the next module even if you want to stop for the day and then close out.

[Table of Contents](#) > [Michigan 4 hr SFI START HERE](#) > Michigan 4 hr Start Here

### Michigan 4 hr Start Here ▾



## Step 6. If you Stop and Restart This is What You Will See

(Select Yes to begin where you left off.)

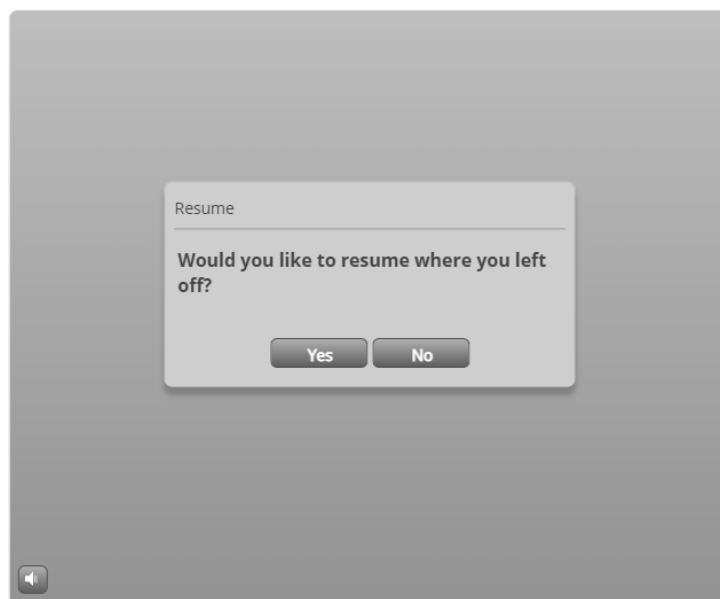
[Home](#) | [MICHIGAN STATE UNIVERSITY](#) Extension | [MI SFI 4 hour course](#)



[Course Home](#) [Content](#) [Checklist](#) [Grades](#) [Awards](#)

[Table of Contents](#) > [Michigan 4 hr SFI START HERE](#) > Michigan 4 hr Start Here

### Michigan 4 hr Start Here ▾



## Step 7. Take the Quizzes

Disturbed areas have more biodiversity than natural / undisturbed areas?

True

False

After you answer the quiz question (above) hit the Submit button

◀ SUBMIT

## Step 8. Review Grade and Hit Submit

Quiz Results

Congrats! You have passed this course.

Passing Score 80

Your Score 91.3

Retry

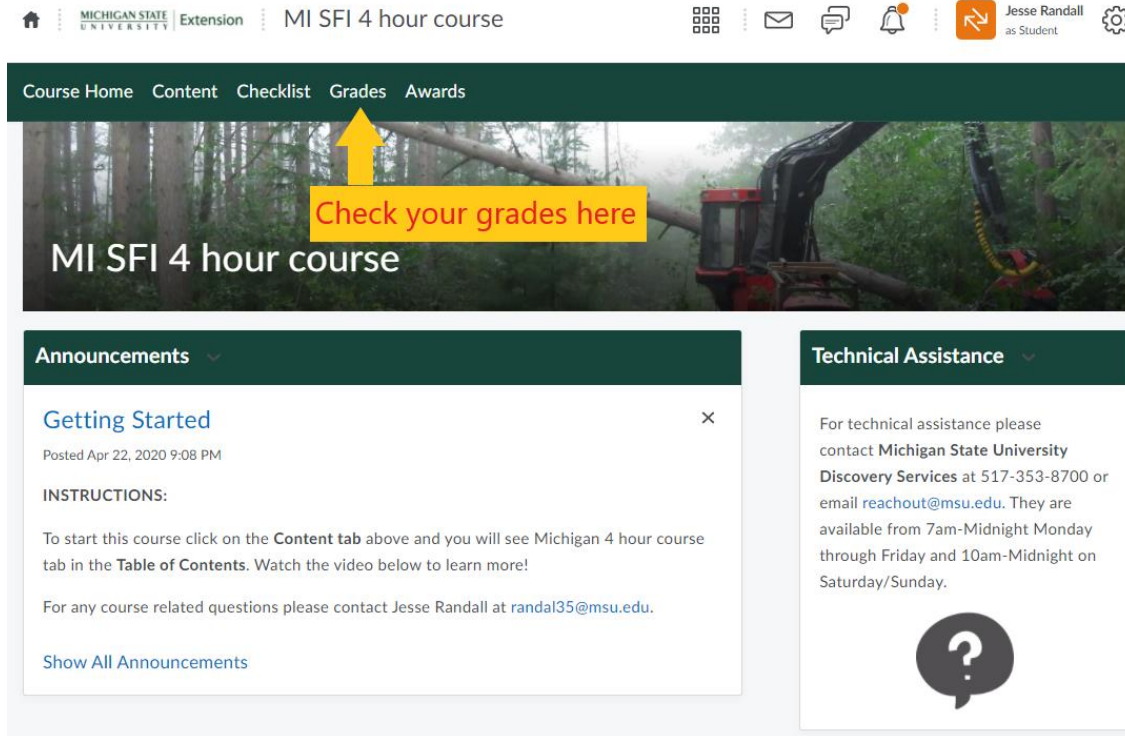
If you did not pass you can retake

If you Passed hit the submit to register score in Gradebook

◀ PREV SUBMIT

## Step 9. Wait 10-15 minutes

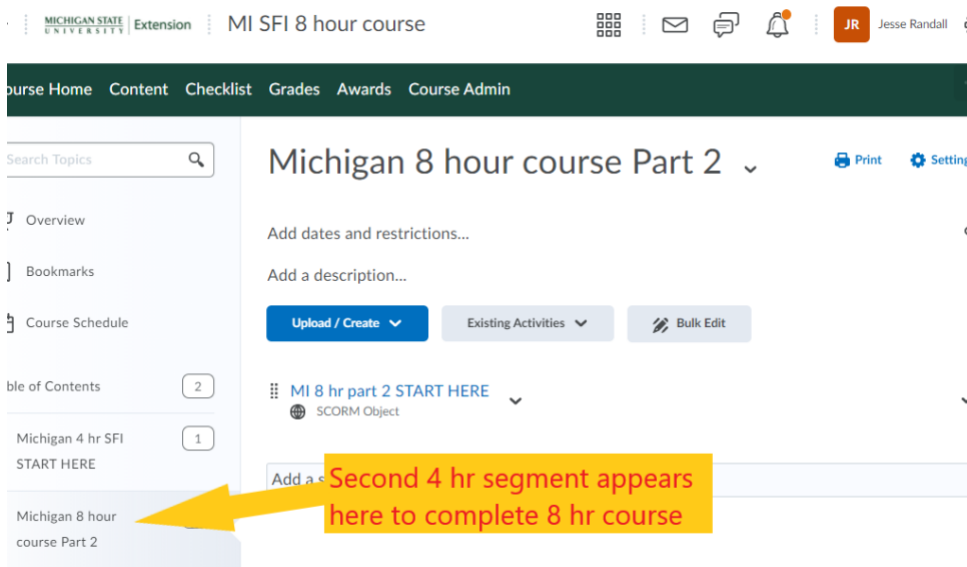
You can check your grade in the Grades area shown below.



The screenshot shows the top navigation bar of a course page for 'MI SFI 4 hour course'. The 'Grades' tab is highlighted in green. A yellow arrow points to the 'Grades' tab with a yellow box containing the text 'Check your grades here'. Below the navigation bar is a banner image of a forest with a yellow arrow pointing to the 'Grades' tab. The main content area is divided into two columns: 'Announcements' and 'Technical Assistance'. The 'Announcements' section shows a 'Getting Started' announcement posted on Apr 22, 2020. The 'Technical Assistance' section provides contact information for Michigan State University Discovery Services.

## Step 10. The 4 hr course is done at this point.

If you are taking the 8 hour course wait 15 minutes and you will see the second module shown below. (refresh your screen)



The screenshot shows the course page for 'Michigan 8 hour course Part 2'. The 'MI 8 hr part 2 START HERE' segment is highlighted in blue. A yellow arrow points to this segment with a yellow box containing the text 'Second 4 hr segment appears here to complete 8 hr course'. The page includes a search bar, a sidebar with navigation options, and a main content area with a 'Print' button and 'Settings' icon. The 'MI 8 hr part 2 START HERE' segment is marked as a 'SCORM Object'.

**Step 11. 8 Hour participants should follow the same sequence starting at step 4 to start the 2nd video series.**