



**South Carolina Department of Education**  
**Office of Transportation**  
**1429 Senate Street**  
**Columbia, SC 29201**  
**803-734-8246**

## **Moodle Information and Instructions**

Since July 2019, The South Carolina Department of Education (SCDE) Office of Transportation has utilized its Moodle platform for the end-of course exam administered at the conclusion of Initial School Bus Driver Classroom Training. This is the same platform used to help drivers meet annual in-service requirements.

Class participants must have a Moodle account to take the exam. It is best to set this up prior to the beginning of the class, but an account must be in place prior to the conclusion of instruction and review. Participants who have previously used the SCDE Transportation Moodle site for School Bus Driver Annual In-Service or to take the End-of-Course Exam can use their existing account and login credentials.

The following instructions will help returning Moodle users and new enrollees access the training.

### ***Returning Users:***

1. Go to <https://scdetransportation.mrooms.net/>.

*If have completed the Initial Classroom Training for School Bus Drivers since July 2019 or utilized Moodle to complete annual in-service requirements, you can still use that same Moodle login.*

2. Click on **Login** at the top right corner of the page.
  - Username: This is your Driver's License Number (enter all numbers, including any zeroes at the beginning)
  - Password: This is the same password you have used in the past (click *Help* to reset your password if you have forgotten it)
3. Click the blue **Login** box.

*You may be prompted to update profile information, including your address and selecting your school district from a drop-down list. You can update this information by clicking on the down arrow in the upper right corner beside your name and selecting Profile from the drop-down menu.*
4. Next, scroll down to and click on **BUS DRIVER TRAINING**.
5. When the next window opens, scroll down to and click on **BUS DRIVER EXAM**.

6. When the next window opens, scroll down to and click on **Bus Driver Exam** (just above a list of teachers).
7. Next, scroll down to **Self enrollment (Student)** and enter **sde29201** in the box marked **Enrollment key**.
8. Scroll to the bottom of the page and click on the blue Enroll me box.
9. The next page that opens is where you will go to take the School Bus Driver Classroom Training End-of-Course Exam. You do not need to go any further at this time, and a password for the exam will be provided at the conclusion of instruction and review.
10. Contact your school district's Transportation Administrator if you need additional assistance with your Moodle account.

### ***New Users:***

#### **Read all instructions before trying to login.**

1. Open Moodle website at <https://scdetransportation.mrooms.net/>.  
*If have completed the Initial Classroom Training for School Bus Drivers since July 2019 or utilized Moodle to complete annual in-service requirements, you can still use that same Moodle login. See instructions for Returning Users to continue.*
2. Click on **New Account Sign-up** at the top left of the page and complete all information.
  - a) Username: This is your Driver's License Number (enter all numbers, including any zeroes at the beginning). If you have an out-of-state license, enter that number, leaving out any spaces.
  - b) Password: Create a password you will remember for future log-ins (you may want to use something like \$choolBus1).
  - c) Enter your name as it appears on your license to ensure you get credit for the course.
  - d) Enter your home address.
  - e) Select your school district from the drop-down list.
3. Click on **Create New Account**.
4. When you click on **Continue**, you will return to the SCDE Transportation Moodle home page. Close this page at this time.
5. Go to your e-mail to receive confirmation of your account.

6. Confirm your account by following the instructions in your e-mail to access the web address. This will return you to the <https://scdetransportation.mrooms.net/> where you will finalize the confirmation of your registration and login.
7. Next, scroll down to and click on **BUS DRIVER TRAINING**.
8. When the next window opens, scroll down to and click on **BUS DRIVER EXAM**.
9. When the next window opens, scroll down to and click on **Bus Driver Exam** (just above a list of teachers).
10. Next, scroll down to **Self enrollment (Student)** and enter **sde29201** in the box marked **Enrollment key**.
11. Scroll to the bottom of the page and click on the blue **Enroll me** box.
12. The next page that opens is where you will go to take the School Bus Driver Classroom Training End-of-Course Exam. You do not need to go any further at this time, and a password for the exam will be provided at the conclusion of instruction and review.
13. Contact your school district's Transportation Administrator if you need additional assistance with your Moodle account.

Additional information is available from each district's assigned SCDE Driver Training Coordinator or from the Richard Podmore, SCDE Office of Transportation Director of Safety and Information, at [rpodmore@ed.sc.gov](mailto:rpodmore@ed.sc.gov) or 803-734-8245.