



# VMN Volunteer Info Sheet: How to Complete Required E-Learning Modules on Better Impact

*This Info Sheet is intended for Volunteers in the VMN Program  
Info Sheet authored by Virginia Master Naturalist State Office*

## Overview and Explanation

Two specific trainings, Risk Management and Civil Rights Responsibilities, are required of all Virginia Cooperative Extension Master Volunteers, including Virginia Master Naturalist volunteers. The training content for both topics is provided through Better Impact. This standardization ensures consistent information and allows for easier tracking of volunteer completion of the trainings. Volunteers will access the content from MyImpactPage.com and will answer a set of assessment questions to demonstrate their understanding of the material. Upon completion of the assessment questions, Better Impact will automatically apply the appropriate Qualifications/Badges with the appropriate expiration dates (three years for Risk Management and one year for Civil Rights.) Before the expiration date, volunteers will need to re-take the training in order to keep their Qualifications/Badges current.

## How to Complete the Risk Management Training Module for VMN Volunteers

We have designed a risk management e-learning module specifically for Virginia Master Naturalist volunteers that covers the required VCE information and is tailored to the sort of volunteer work that VMN volunteers do. To access and complete this training as a volunteer:

1. Log on to Better Impact, either in a web browser or using the mobile app.
2. Navigate to the Training page. In a web browser, go to the My Profile tab and then choose Training from the dropdown menu there. In the mobile app, go to the Menu, then My Profile, and then Training.
3. Choose the e-learning module called “VMN Risk Management” from the list provided and click the button to take the training.
4. Complete the training by reading the introductory information, watching the 22-minute video, and reading the publication “Safety and Risk Management for Virginia Master Naturalist Volunteers.” All of these training elements are accessible from within Better Impact.
5. Look through the Additional Risk Management Files in the training window. Download copies for your use.
6. Complete the 5-question assessment at the end of the module. If you answer 4 of 5 questions correctly, you will automatically be given the “VMN Risk Management Training Up-To-Date” qualification. An electronic badge will appear in your profile to show your qualification is current. An expiration date of three years into the future will automatically be applied.

The e-learning module remains available to you to look at any time you want to just review it. Simply navigate back to the Training page and click the “Review” button. Two months before the expiration date, you will be able to re-take the assessment in order to renew your qualification.

## How to Complete the VCE Annual Civil Rights Training Module

Virginia Cooperative Extension designed a civil rights e-learning module used by all VCE volunteers (including VMN volunteers) that meets the federal government’s requirements for Extension volunteers. To access and complete this training as a volunteer:

7. Log on to Better Impact, either in a web browser or using the mobile app.
8. Navigate to the Training page. In a web browser, go to the My Profile tab and then choose Training from the dropdown menu there. In the mobile app, go to the Menu, then My Profile, and then Training.
9. Choose the e-learning module called “VCE Annual Civil Rights Training” from the list provided and click the button to take the training.
10. Complete the training by watching the 11-minute video. It is also recommended that you look through the other resources provided after the video, which include fact sheets and forms.
11. Complete the 1-question assessment at the end of the module. Once you have answered that question, you will automatically be given the “VCE Civil Rights Annual Training for Volunteers Up-To-Date” qualification. An electronic badge will appear in your profile to show your qualification is current. An expiration date of one year into the future will automatically be applied.

The e-learning module remains available to you to look at any time you want to just review it. Simply navigate back to the Training page and click the “Review” button. Two months before the expiration date, you will be able to re-take the assessment in order to renew your qualification.

Visit Virginia Master Naturalist Program: [virginiamasternaturalist.org](http://virginiamasternaturalist.org)

Visit Virginia Cooperative Extension: [ext.vt.edu](http://ext.vt.edu)

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