

2017-18 MOODLE: WHAT IS IT AND WHO TAKES IT?

In order to remain in compliance with Federal, State, and District expectations, employees must complete certain *Moodle* classes. This fact sheet on Moodle coursework is provided as a service to department employees. Please contact 484-HELP at 480-484-4357 to answer questions you may have.

ALL SCHOOL BASED EMPLOYEES – Annually <i>(All staff who work at schools for the majority of their day)</i>	ALL NON-SCHOOL BASED* EMPLOYEES - Annually <i>(All staff who <u>do not</u> work at schools the majority of their day)</i>
<ul style="list-style-type: none"> • Emergency Response Plan (Note: Non-certified employees take the Non-School based version.) • FERPA • Unlawful Harassment and Retaliation • McKinney Vento -admin version -school-based, certified version -school based, non-certified version • Mandatory Reporting • Bullying Awareness* -admin/certified version -non-certified version • Section 504* • Blood Borne Pathogens <p>*Make up course for live training that occurs before 1st day of classes)</p>	<ul style="list-style-type: none"> • Emergency Response Plan – non-school based version • FERPA • Unlawful Harassment and Retaliation • Mandatory Reporting • Blood Borne Pathogens

GROUP SPECIFIC - - Annually

- McKinney Vento (All school bus drivers and aides who miss live training that occurs before 1st day of classes): (**non-certified staff version**)
- Bullying Awareness (All school bus drivers and aides who miss live training that occurs before 1st day of classes): (**non-certified staff version**)
- Section 504 (certified/administrator - make up for live training that occurs before 1st day of classes)
- Facilitated Individual Education Plans (FIEP): All Special Education Teachers, Related Service Providers and Psychologists
- Individual Education Plan (IEP) Compliance Part I and II: All Special Education Teachers, Related Service Providers and Psychologists
- Special Education Ethics (All Para-Educators)
- Translation and Interpretation (For all district employees *who* interface with parents.)
- Crossing Guard Training (For Crossing Guards and anyone else expected to work in this role – within first 2 weeks of employment)
- Time and Effort (All employees paid out of federal funds. They will be notified by the Finance Dept)
- Heat Exhaustion Training (For those who work with students in the outdoors)
- Playground Supervision Training (For duty aides, Kids Club Employees and anyone else that is expected to supervise children on the playground – within first 2 weeks of employment)

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- Haz Com - SDS 2016-17 (All employees in Science, Art, and Photography; those supporting maintenance or grounds; those that work at the warehouse and handle science kits; and any employee that has any chemicals in classrooms or work areas).
- Chemical Storage (For all MS and HS science teacher, safety officers, and others as applicable)
- Field Trip Training (as applicable)
- Technology Training Parts 1-3 (taken 1 time only - in year one for all teachers new to SUSD)

Things to know about Moodle coursework:

- Moodle courses are typically available on August 1st of each school year.
- Log in using your email username and password.
- All persons will be asked to “click” to agree to a Moodle User Agreement before taking a course.
- Classified employees complete their Moodle course requirements *during their work day*.
- Click the Moodle home page link “[List of Available Courses](#)”, and check the **Group Specific – Annually** section for *additional* courses that pertain to your specific department.
- If you have any questions, please contact 484-HELP at 480-484-4357.
- Unless otherwise specified, Moodle courses are to be completed no later than October 31, 2017.