

## 2018-19 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 your Principal/Supervisor for questions regarding required courses or 484-HELP (4357) for login/application questions.

<b>ALL SCHOOL BASED EMPLOYEES – Annually</b> <i>(All staff who work at schools for the majority of their day)</i>	<b>ALL NON-SCHOOL BASED* EMPLOYEES - Annually</b> <i>(All staff who <u>do not</u> work at schools the majority of their day)</i>
<ul style="list-style-type: none"> <li>• Americans with Disabilities Act Amendments Act (ADAAA)/Family and Medical Leave Act (FMLA) – <i>New 2018-19</i></li> <li>• Bullying Awareness*  <ul style="list-style-type: none"> <li>-Admin/Certified version</li> <li>-Non-Certified version</li> </ul> </li> <li>• Children’s Internet Protection Act (CIPA) Training – <i>New 2018-19</i></li> <li>• Conflict of Interest – <i>New 2018-19</i></li> <li>• Emergency Response Plan (<b>Note:</b> Non-certified employees take the Non-School based version.)</li> <li>• Family Educational Rights and Privacy Act (FERPA)</li> <li>• Mandatory Reporting</li> <li>• McKinney Vento  <ul style="list-style-type: none"> <li>-Admin version</li> <li>-School-based, Certified version</li> <li>-School based, Non-Certified version</li> </ul> </li> <li>• Section 504*</li> <li>• Unlawful Harassment and Retaliation</li> </ul> <p><b>*Make up course for live training that occurs before 1<sup>st</sup> day of classes)</b></p>	<ul style="list-style-type: none"> <li>• Americans with Disabilities Act Amendments Act (ADAAA)/Family and Medical Leave Act (FMLA) – <i>New 2018-19</i></li> <li>• Children’s Internet Protection Act (CIPA) Training – <i>New 2018-19</i></li> <li>• Conflict of Interest – <i>New 2018-19</i></li> <li>• Emergency Response Plan – <b>non-school based version</b></li> <li>• Family Educational Rights and Privacy Act (FERPA)</li> <li>• Mandatory Reporting</li> <li>• Unlawful Harassment and Retaliation</li> </ul>

### GROUP SPECIFIC - - Annually

- McKinney Vento (All school bus drivers and aides who miss live training that occurs before 1<sup>st</sup> day of classes; **Non-Certified staff version** )
- Bullying Awareness (All school bus drivers and aides who miss live training that occurs before 1<sup>st</sup> day of classes; **Non-Certified staff version**)
- Section 504 (Certified/Administrator - make up for live training that occurs before 1<sup>st</sup> 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.)
- Blood Borne Pathogens (For all paraprofessionals, nurse assistants, and those who may come in contact with blood)
- Heat Exhaustion Training (For those who work with students in the outdoors)

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### GROUP SPECIFIC - - *Annually (continued)*

- 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)
- Haz Com – Lab Safety Science Staff (All Science teachers and those that work at the warehouse and handle science kits and any employee that has any chemicals in classrooms or work areas.)
- Haz-Com Lab Safety General (For all other teachers, safety officers, those supporting maintenance or grounds, 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 1<sup>st</sup> of each school year.
- Log in using your email username only (without “@susd.org”) and SSO 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 your Principal or Supervisor or 484-HELP (4357).
- Unless otherwise specified, Moodle courses are to be completed no later than October 5, 2018.