Lackawanna Public Schools

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Curriculum. Instruction,
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Administrative Offices
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TO: All Faculty & Staff
FROM: Deborah Biastre
DATE: August 2016
RE: Required On-Line Training

The District, in cooperation with Safe Schools Online Learning Platform, will be providing all employees with the opportunity to complete both required and optional learning courses. There are four critical reasons to offer interactive multi-media courses:

1. **Less Time Needed to Train.** The amount of time it takes employees to complete an interactive, self-paced course was reported to be between 25 and 75% less than a classroom course. The time it took for employees to master the content presented to them in a multimedia environment was 60% faster than those in a classroom environment.
2. **Increase in Retention Rates.** Employees that receive multimedia instruction had a 25-50% higher retention rate over those receiving the content through classroom instruction. Retention rates are a measure of how much content reaches long-term memory, and reflect the employee's ability to recall information days, weeks, or months after the training is completed.
3. **Consistency.** The variance in content delivery with multimedia training is 20-40% less than instructor-led training. The range of percentage can be attributed to the different choices available to staff members as they make their way through interactive courses.
4. **Increased Employee Satisfaction.** Studies report high employee satisfaction associated with multimedia training because employees felt they could learn at their own pace, could take training at their convenience, were more involved in their own learning process, and had privacy during training sessions.

Listed below are the courses that are required for you to complete by October 18, 2016

Blood Borne Pathogens Exposure Prevention: Complete	22 minutes
Online Safety: What Every Educator Needs to Know	29 minutes
Student Mental Health	23 minutes
Bullying Recognition & Response	38 minutes
Right to Understand	26 minutes

When you log on, there will be the list of <u>suggested courses</u> for your consideration. If you take those courses and would like professional development credits, please <u>print the certificate</u> and send it to Elaine Fredericks at the Teacher's Center. You do not need prior approval for these courses, but please remember to complete the courses during the summer, weekends, or outside of your school year work day.

The process to register, enroll and complete the courses is very simple.
1. http://lackawannaschools.org and click Apps for Staff link, then click Safe Schools link.
2. Enter your same login as your employee computer user name and password. Click sign in button, enter your employee computer password, click log in button.
3. A list of <u>required</u> courses will be displayed for your selection.
4. Select and complete the course. You do not need to print a certificate for required courses. We will be able to see that you completed it in the Safe Schools system.
5. There will be a list of <u>suggested courses</u> for your consideration. If you take those courses and would like professional development credits, please print the certificate and send it to Elaine Fredericks at the Teacher's Center.
6. **<u>In order to see your training history, and avoid duplicating a course;</u>** click on your username on the top, right hand corner of the screen and select training history.

The system will be set up and live on August 19. If you have any questions concerning this program or accessing the courses, please contact Deborah Biastre at 827-6726 or Matteo Anello at 827-6703.