

Upcoming Staff Training

Bloom-Vernon Local Schools



Smarter Solutions. Safer Schools.

INTRODUCTION

Bloom-Vernon Local Schools is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the new PublicSchoolWORKS online staff training system and can be completed at the convenience of the employees.

To begin, employees will need to complete online courses, beginning September 4, 2020. Those employees with a district email address will receive an email notice regarding the training on September 4th. For convenience, the email will contain an Internet link to start training.

The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. Also, the District Office Administration will be sent a report that will show those employees who have not completed the training.

ONLINE TRAINING PROCEDURES

1. Log in to your Bloom-Vernon Local email account
2. Open the email from Bloom-Vernon Training with the subject of "Training – New Enrollment"
3. Click on the link "Click here to start your training". You will be brought to PublicSchoolWORKS.
4. You will log in using your Google account.
5. You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866-724-6650, option 4. **It is very important that the information shown on the "Your Login Info" screen is accurate.** If your name appears as the one signing in, click on the button: "Click here when correct."

Training - New Enrollment

Carrie Mockler
To: Carrie Mockler
Tue 6/2/2020 3:48 PM

Dear Carrie Mockler,

It is time to complete training. Please click on the link below to see the courses in which you are currently enrolled.

[Click here to start your training.](https://www.publicschoolworks.com/Pages/training.asp?d=774&ev=74952&du=4001) If the link does not work, copy and paste the following address in a browser: <https://www.publicschoolworks.com/Pages/training.asp?d=774&ev=74952&du=4001> After you log in, click on "Your Course List" and then click on "Start Course" for each course listed.

If you are a supervisor and this training assignment involves employees under your supervision, please confirm the people you supervise are aware of the training - in case they don't get or read email.

Your Assignments		
No.	Course Title	Due Date
M-017	Bloodborne Pathogens	6/30/20

Your Login Information

User Name: enter the first letter of your first name added to your last name (e.g. jsmith for John Smith)
Password: enter your password

Your Account Information

Site:	Middle
Pr. Occupation:	Teacher
Sec. Occupation:	
Exp./Class:	Certified - Staff (7-12)

Training is a very important part of your development and our regulatory compliance program. Our online training system allows you to complete training at your own pace at a convenient time. Please don't hesitate to reach out if you have any questions.

Thank you

*** This is an automated message. ***

6. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
7. For each course shown, click on "Start."
8. After you successfully complete each course (and test where applicable) the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. **Your failures will not be shown on your transcript.**