

## Vector- Online Essential Training Notes

### Courses:

- Employees can start the video and return to it later. Refer to “How to Complete Essential Training.”
- Videos are broken into Course Sections.
  - Introduction- briefly summarized content in video. Final assessment usually includes one to three topics found in this section.
  - Sections- Break apart the content into digestible chunks.
    - Sections include questions the employee will answer as they work through the video. These results are not reflected in the final assessment score.
  - Additional Resources- may be added by CSSD11 highlighting district information the employee needs to be aware of.
  - Final Assessment- requires a score of at least 80% to pass. Employees can go back to sections to review the content to locate the answer.
    - Assessment questions are reflected in the actual wording in the video most of the time.

### Course Tools:

- Translation- Upper right side with picture of a globe. Click on it.
- Hover over icons on the bottom of the picture to see additional options.
  - Play
  - Volume
  - Forward/back
  - Center bar- Identifies content in this section AND is a time stamp of where you are in this section.
  - Closed caption
  - Open settings- provides selection of language for subtitles and audio
  - Arrows- enlarge screen
  - Menu-like icon- provides a transcript of the content
  - \*\*\*\*\* This is a GREAT resource for employees who need support in answering assessment questions. It provides an option to hear the audio and read the narrative at the same time.

### Course Completion:

- Each employee is required to complete Essential Training independently because each employee’s completion will be tracked in the Professional Learning Platform (PLP).
- PD will no longer be able to accept group completions and enter employees by hand from a sign-in list.
- Employees will see, after about 48 hours after the course completion (final assessment with an 80% or better), the course will be seen on the employee’s transcript on the Professional Learning Platform (PLP).
- Hiring managers are responsible for employee completion.
  - Employees who start the year on August 6, 2024, will have a completion deadline of October 9 for all Essential Training courses.
  - Employees starting after August 6 have 45 workdays from the start date to complete all Essential Training courses.

**\*\*\* ESP- Certified course Sexual Misconduct: Staff to Student is supposed to be available online beginning August 2, 2024. It is 37 minutes. Employees will complete this course in the same way as this training has provided you.**

**\*\*\* Exec Pro- Sexual Misconduct: Staff to Student course is supposed to be available online beginning August 2, 2024. It is a microlearning course and is 3 minutes.**

**Employees can complete all other training courses now.**