

Student Safety Training Attendance

All students that come on campus (*regularly enrolled students, walk-in therapies, and dual-enrolled students*) are required to attend yearly student safety training. PK and Hospital Homebound students are not included. During this training, students will be shown the student lockdown videos, introduced to lockdown areas and signage, and receive instruction on FortifyFL. This training must be completed within the first 5 days of the school year, per HB 1473. Students are only required to take the training once per school year. If a student is absent during the initial training, they will be presented with the training video upon logging onto their student laptop. This popup will display until they have completed the training.

Below are the mandatory student videos.

1. **K-5 Security Video with Fortify FL Lesson:**

<https://video.collierschools.com/Panopto/Pages/Viewer.aspx?id=fb2aaae2-be60-4b3e-bc7e-b1c50149130f>

2. **Secondary Security Video with Fortify FL Lesson:**

<https://video.collierschools.com/Panopto/Pages/Viewer.aspx?id=85c87d57-788f-43d8-975b-b1c60111f5c5>

3. **Secondary Post Lockdown Video:**

<https://video.collierschools.com/Panopto/Pages/Viewer.aspx?id=bfe73ea8-5099-490e-9e79-b1c50147f2cd>

Training will be conducted during grade-level assemblies/events or in a classroom setting. Schools will need to track student attendance and update completion in FOCUS.

STEP 1: TRACK STUDENT ATTENDANCE



Classroom Setting (Elementary)

If students complete the training as a group in a classroom setting (e.g., watching a video during morning announcements), student completion will be based on classroom attendance on the date the training was administered.

You must generate a list of the students who were present on the date and period the training was administered. Make sure all attendance has been taken before generating your list of attendees. In other words, no question marks! 😊

To get an accurate list, use the Attendance Chart.

1. Click the Attendance tab > Attendance Chart.
2. Click Search.
3. In the report timeframe section, select the start and end date as the date the training was administered.

4. Select the period in which the training was administered. Note: Elementary schools would select period 00.
5. Click Update to generate the report.
6. Export the report to Excel.
7. Once exported, you must **filter the report to only show codes of P, I, V, and Q**. Only present codes (excluding T) should be counted.

Note: C attendance code should also be included and handled on a case-by-case basis. You will need to check the clinic check-in/out time to verify the student was present for the training.

Setup

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Sched...

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SSS

Reports

Report Timeframe: 08/13/2024

- 08/13/2024

Period 00

Update

Search Screen

Simple List

Save

< Prev

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Next >

Export

Filter: OFF

Student	Student ID	Grade	Absences	8/13
	04	0	P	
	01	0	P	
	02	0	P	
	03	0	P	
	01	0	P	
	02	1	U	
	03	0	P	
	04	0	P	

Assembly/Event (Secondary)

If students complete the training as a group during a school event (i.e., assembly), attendance will be tracked by event check-in.

You will need the following items for check-in:

- Bar code scanner
- Excel spreadsheet

	A	B
1		
2		
3		
4		
5		



To check-in students:

1. Open a blank Excel spreadsheet.
2. Save the document with the name, student safety training, and the date.
3. Place your cursor in the first cell of the Excel spreadsheet
4. Scan all student badges as they enter the event.

Note: If students do not have their ID badges, you may manually enter their ID numbers using the keypad.



When you scan a student's badge, the cursor should automatically move to the next cell in that column. If it does not, have your SST check your scanner configuration.

Individual

Students that were missed training or new to the district, may need to complete training on an individual basis.

STEP 2: LOG COMPLETION IN FOCUS

Once you have acquired a list of students who have received training, you must log their completion in FOCUS.

To log a **GROUP** of students:

1. Copy the list of student ID numbers from your Excel spreadsheet.
2. In FOCUS, Click the Students tab.
3. Select Mass Add Log Records.
4. Click the By Group tab to add log records by a group of students.
5. Paste the student ID numbers in the search field.
6. Click Search.

The screenshot shows the FOCUS interface. At the top, the 'Students' tab is selected, and the 'Mass Add Log Records' button (3) is visible. Below this, the 'By Group' sub-tab (4) is active. The 'Search Screen' is displayed, featuring a search field (5) and a 'Search' button (6). The search field contains the text 'Student Search'.

7. Click the Logging Field drop-down and select Student Safety Training (Demographics).
8. In the Date Training Received field, select the date the training was completed/administered. The selected date will populate for all students listed.
9. Select the check box in the header row to select all students listed.
10. Click Save to mass add log records.

The screenshot shows the 'Date Training Received' field (8) with a calendar for August 2024. The 'Logging Field' is set to 'Student Safety Training (Demographic)' (7). The 'Save' button (10) is visible. Below the calendar, a table of students is shown, with a checkbox (9) in the header row.

11. Once you click the save button, you will receive a green confirmation message stating that Log Entries have been successfully assigned to the selected Student(s).

The screenshot shows a green confirmation message: "Log Entries have been successfully assigned for selected Student(s)".

To log an **INDIVIDUAL** Student:

1. Scroll to the bottom of the Students Demographics.
2. Create a new log record in the Student Safety Training section of the Demographics page.
3. Select the Date the Training was Received.
4. Click the red Save button in the upper right.

To log an **EXCLUDED** Student:

FT Hospital Homebound and Students enrolled for testing purposes only are the only students excluded from attending training. Everyone else **MUST be trained**.

1. Scroll to the bottom of the Students Demographics.
2. Create a new log record in the Student Safety Training section of the Demographics page.
3. The Date Training Received field is left blank.
4. Notes column: Enter the date and a brief note about why this student would not be trained. HH or Testing Student only.
5. Click the red Save button in the upper right.

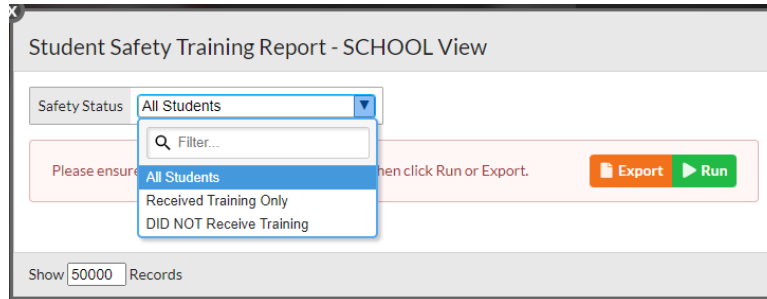
STEP 3: RUN REPORT TO SEE WHO HAS NOT COMPLETED TRAINING

Monitor your Student Safety Training report to see who has not completed training and provide as needed.

To generate the report:

1. Click the **Reports tab > District Reports > Demographics folder**.
2. Locate the report named Student Safety Training Report – School View.
3. Click the Green Run button to the right of the report name.

4. Select the Safety Status from the drop-down.
 - **All Students** – Displays all active students regardless of whether they received training.
 - **Received Training Only** – Only displays students that have received training.
 - **DID NOT Receive Training** – Only displays students that HAVE NOT received training.
5. Click the green Run button.



Student Safety Training Report - SCHOOL View

Safety Status: All Students

Filter...

Please ensure you have selected the correct Safety Status before clicking Run or Export.

Export Run

Show 50000 Records