- 1. Complete the Recognizing and Reporting Child Abuse and Neglect training
  - Please use Chrome (recommended), Firefox, or Safari



- Click here to open the Child Abuse and Neglect Training page
- Click on the arrow at the bottom of the Volunteers Listing
- Click Enroll (2)
- Enter your Full Name and Email Address (3, 4)
- Review and then agree to the Acceptable Use Policy and acknowledge the Privacy Policy. Then click Enroll in **Course** (5). An email will be sent to the personal email address provided.

**Recognizing and Reporting** 

5

Child Abuse and Neglect -

Volunteers Time limit: 30 days 1 credit ENROLL



- Go to the personal email account that you used to enroll in the course and open the email with the subject line "Please confirm your email address." In the body of the email, click Complete Registration (6)
- Create your password (7) and click **Register** (8)

| <b>⊜LEARN</b>   | 💮 canvas   |  |  |  |
|---|--|--|--|--|
| Complete Registration   | Welcome Aboard!  |  |  |  |
| Hi<br>An account has been created for you with Montgomery County Public Schools by an<br>administrator.<br>Your action is required to set up a password for your new login ID of<br>@gmail.com on mcpsmd.catalog.instructure.com.<br><u>Click here now to finish the registration process</u><br>Keep learning,<br>Montgomery County Public Schools | In order to set up your account, we'll need a little more information.<br>Login: @gmail.com Password: Time Zone: Eastern Time (US & Canada) (- • |  |  |  |
| COMPLETE REGISTRATION 6   | Register   |  |  |  |

- You are now at your myMCPS Classroom Dashboard. Click the course tile to begin the training, Recognizing and Reporting Child Abuse and Neglect.
- 2. Covid -19 Attestation
  - Complete the COVID-19 Vaccination and Safety module

|    |  | Reporting Child Abuse and Neglect   |  |
|----|--|---|--|
| Re | cognizing and Reporting Child Abu                              | se and Neglect  |  |
| 19 | FY22 Volunteer Recognizing and<br>100 pts   Score at least 100 | d Reporting Child Abuse and Neglect [ENGLISH]   |  |
| 05 | FY22 Recognizing and Reportin<br>100 pts   Score at least 100  | ng Child Abuse and Neglect [SPANISH]  |  |
| 02 | FY22 Recognizing and Report<br>100 pts   Score at least 100    | <u>Recognizing and Reporting Child Abuse and Neglect</u> O <u>COVID-12 Vaccination and Safety</u> |  |
| 02 | FY22 Recognizing and Report<br>100 pts   Score at least 100    | COVID-19 Vaccination and Safety   |  |
| 1  | FY22 Recognizing and Report<br>100 pts   Score at least 100    | Vaccination and COVID-19 Protocol Agreement [ENGLISH]   |  |
| 09 | FY22 Recognizing and Report<br>100 pts   Score at least 100    | Vaccination and COVID-19 Protocol Agreement [SPANISH]<br>100 pts   Submit                         |  |
| 05 | FY22 Recognizing and Report<br>100 pts   Score at least 100    | Vaccination and COVID-19 Protocol Agreement [CHINESE]<br>100 pts   Submit                         |  |
|    |  | Vaccination and COVID-19 Protocol Agreement [FRENCH]<br>100 pts   Submit                          |  |
|    |  | Vaccination and COVID-19 Protocol Agreement [KOREAN]<br>100 pts   Submit                          |  |
|    |  | Vaccination and COVID-19 Protocol Agreement [AMHARIC]<br>100 pts   Submit                         |  |
|    |  | Vaccination and COVID-19 Protocol Agreement [VIETNAMESE]<br>100 pts   Submit                      |  |
|    |  | Vaccination and COVID-19 Protocol Agreement [PORTUGUESE]<br>100 pts   Submit                      |  |

• This module consists of a quiz that requires participants to indicate their vaccination status, upload documentation, and review/attest to MCPS COVID-19 safety protocols

## 3. Submit Training Grades to EWDC

- After completing the training, you can print a Grades report to confirm completion
- Click on **Grades** in the left hand course navigation menu.

| Grades for   |                                   |        |        |                    | Print Grades      |   |
|--|-----------------------------------|--------|--------|--------------------|-------------------|---|
| Course   | Arrange By                        |        |        |                    |                   |   |
| Y21-22 Volunteers and Col 💊  | V Due Date V                      | Apply  |        |                    |                   |   |
| Name   | Due                               | Status | Score  | Out of             |                   |   |
| Vaccination and COVID-19 Pr<br>Agreement<br>Imported Assignments                         | otocol<br>Jun 30, 2022 by 11:59pm | 1      | 83.33  | 100                | শ                 |   |
| FY22 Recognizing and Report<br>Abuse and Neglect [AMHARIC<br>Assignments                 |                                   |        | -      | 100                |                   |   |
| . r22 ecognizing and resport<br>Abuse and Neglect [VIETNAM<br>Assignments                |                                   |        | -      | 100                | a general general | ~ |
| FY22 Volunteer Recognizing a<br>Reporting Child Abuse and Ne<br>[ENGLISH]<br>Assignments |                                   |        | 100%   | 100                | et                |   |
| Assignments  |                                   |        | 100%   | 100.00 /<br>100.00 |                   |   |
| Imported Assignments   |                                   |        | 83.33% | 83.33 /<br>100.00  |                   |   |
| Total  |                                   |        | 91.67% | 183.33 /<br>200.00 |                   | - |
|  |                                   |        |        |                    |                   |   |

\*Please Note: Because Canvas cannot automatically assign a grade for a file upload, the completion of the Vaccination and COVID-19 Protocol Agreement will result in a score of 83.33 out of 100 points. This means you will need a total of **183.33 points** on your grades page to prove you have completed the training and COVID-19 agreement.

• Click **Print** save the page as a **pdf**, and submit to EWDC via email:

Jennifer McKenzie Volunteer and Partnership Manager <u>jmckenzie@everybodywinsdc.org</u> (202) 836-4926