



**Essential Staff Training
Frequently Asked Questions
June 2018**

Table of Contents	
Subscription-Related	Page 1
Training Content	Page 2
Registration	Page 2
Access to Training	Page 3
Completing the Training/Quiz	Page 3
Miscellaneous	Page 4

Subscription-Related

Q: Do you have a demo of the modules that I may view to assist in making a decision?

A: Yes, you may have temporary access to the training for 7 to 10 days to provide an opportunity to determine if you want to subscribe.

Q: Can we prepay in May or June for a subscription in the next fiscal year?

A: Yes, but employees will not have access before July 1.

Q: Is Essential Staff Training only offered online?

A: Yes. This format allows MSBA to ensure consistent content. It also provides an efficient way to update content or add new content.

Q: Can we purchase videos of the training?

A: No. Essential Staff Training is only available in this online format which allows MSBA to maintain current and consistent content.

Q: Is the \$200 cost for member districts or non-member districts?

A: Only MSBA-member districts have access to this training. This annual fee helps support the training platform, updates to the training and development of new topics each year, technical support, and other administrative activities.

Q: What is the process to renew a subscription from one school year to the next?

A: Indicate your intention to renew your subscription by email to the MSBA Essential Staff Training Manager or submit a new [Registration Form](#). The Manager will provide a form for you to submit a list of employees you want to have access to the training. New login credentials will be provided to each employee.

Q: Do I need to resubmit my entire employee list for renewal or can I send changes only?

A: You do need to resubmit the entire list. A new course site is set up for each district and new login credentials are created each year for security.

Training Content

Q. Is the same content available every year?

A: Annually, the modules are reviewed and updated according to changes in law, policy or effective practice. New content modules are added each year. If you have specific training needs not currently addressed in Essential Staff Training, submit your request [here](#).

Q: Do we have to use all of the modules? What if we only want to use some of them?

A: You are not required to use all of the modules if any are not relevant for your district. Simply inform your staff of the modules they are required to complete and those that are optional. Alternatively, you may request to exclude specific modules from your district's Essential Staff Training site.

Q: Can we include other modules developed by the district?

A: MSBA will review district-developed content to ensure it is legally accurate and determine if it is appropriate to include on your district's Essential Staff Training site. This service will incur additional fees.

Register Employees

Q: How do I register our employees?

A: First, submit a [Registration Form](#). The Essential Staff Training Manager will provide a form for you to submit a list of employees you want to have access to the training. Login credentials will be sent via email to each employee.

Q: What happens when we get new employees throughout the year? How do they get access to the training?

A: Just provide the MSBA Essential Staff Training Manager a list of names and email addresses when you have new employees. We will provide them access to the training and invoice the district \$2 per person.

Accessing the Training

Q: How will employees access the training?

A: We recommend that a district administrator inform all employees enrolled in Essential Staff Training that they will receive an email message from grissom@msbanet.org that will contain the training website address and their login credentials. The administrator may want to encourage employees to check spam folders for the message. The district administrator should also indicate the specific modules that are required for each employee and whether the online quizzes are required.

Q: Can we use the same password for everyone who will access the training?

A: Although most people do not like to share passwords, you may request a single password be used for all employees registered for Essential Staff Training.

Q: What if an employee loses or forgets the password?

A: The employee should follow the link on the login page if assistance is needed with the login or password credentials.

Q: Can an employee change the password?

A: Yes, but the employee is responsible for keeping track of the new password. If it is lost, contact MSBA to reset the password.

Completing the Training

Q: Does every employee have to view the training modules individually?

A: No. You may choose the best method of participation to meet your district's needs. Some options include:

- Traditional – Individual staff members complete the designated modules independently.
- Small or Large Group Viewing – The district may choose to have staff complete the training in small groups such as grade level teams, PLCs, bus drivers or other non-certified staff, etc. Or the videos may be shown to an entire group of

building or district staff in an auditorium. Staff would still have individual access to view modules again or view optional modules.

- Alternatives for Staff with Limited Technology Access – Designate a computer in an administrative office or school media center with a schedule of times to access the training.

Q: Does every employee have to complete every training module?

A: No. It is up to the district administration to determine which modules to require for each employee or groups of employees (e.g. first-year teachers, bus drivers, building administrators, etc.). Click [here](#) to see training requirements.

Q: How long will it take for employees to complete the training?

A: It depends on which modules you require employees to complete. [Click here](#) to see the length of the videos in each module.

Q: Are we required to use the online quizzes at the end of each training module?

A: No, they are provided as a convenience. The district determines how to use the training and the quizzes.

Q: How will we know if employees have completed the training?

A: A district administrator has the ability to generate a report from Essential Staff Training that reflects the modules each employee has completed. The administrator may generate this report at any time and as frequently as desired. Alternatively, some districts:

- require employees to sign a form or statement verifying completion of the designated training modules, or
- provide a sign-in sheet for employees when providing the training in small or large groups.

Miscellaneous

Q: Does MSBA offer other online training?

A: Yes. Annually the MSBA Legal Department offers a Practical Personnel Law Webinar Series. Each webinar is recorded and archived for viewing later. Registration is required for access to the webinar or archived recording.

The MSBA Leadership Development Department offers [online video training](#) for board members and superintendents on a variety of governance topics. Details are on the MSBA website, www.mosba.org, or contact training@mosba.org.