

*Frequently Asked Questions***How do I log into Canvas?**

There are three ways you can log into Canvas. Choose the method below that works best for you.

Method #1 Go to scsk12.instructure.com and log in using your Active Directory credentials

Method #2 Log into your SCS email

- Select the App Launcher in the top left corner
- Click All Apps
- Select Canvas

Method #3 Go to www.edugoodies.com

- Select SCS
- Select Content Cadres under the Popular/Daily logins tab.

What is the required number of hours to get the flex days off? How do I earn the required hours?

See the table below for the required number of professional learning hours for each flex period. Hours are earned in three categories – **district (25 hours), school/zone (30 hours), and choice (9 hours)**. You will earn your District-level hours by participating in District Learning Days (DLD) and virtually in the Canvas courses. School/Zone hours are earned from professional learning opportunities offered at your school site that are entered in PLZ with attendance confirmed. Your choice hours can be earned from offerings of your choice. However, only PD that is entered in PLZ with attendance confirmed and shows on your transcript will count towards the required hours.

Professional Learning Hours Earning Period	PD Transcript Pulled and Submitted	Number of Hours Required		Associated Flex Days
August 5 – November 1	November 20	21 hours	21 total hours to date	November 25 -26
November 4 – January 31	February 10	18 additional hours	39 total hours to date	February 17
February 3 – May 8	May 18	25 additional hours	64 total hours	May 26 – 27

If I am on an approved leave of absence, i.e., maternity/paternity leave, FMLA, etc., am I responsible for earning PD hours?

If a teacher is on an approved leave of absence, the teacher's required number of PD hours will be prorated based on the number of available PD hours during any flex hours earning period.

For example, teachers are required to earn 21 PD hours between August 5th and November 1st. If a teacher is on maternity leave August 5th – October 1st, this teacher has missed the opportunity for the 15 hours available during in-service and the 3 hours available during the first half-day. Therefore, this teacher will only be responsible for earning 3 PD hours during the first reporting period.

I was hired after the August in-service. Am I required to make up those 15 PD hours?

If you were hired after August in-service, your required hours will be prorated based on the number of available PD hours during any flex hours earning period.

For example, if your start date was September 3, 2019, you are required to earn 6 hours by November 1st to be off November 25-26. You had the opportunity to earn 3 hours during September 20th DLD and earn 3 additional hours on your own, possibly from PD offered at your school.

What if I do not meet the required hours to get the flex days off?

If you do not meet the required professional development hours for each period, you will be required to report to the TLA, or other designated location for Professional Development on the associated flex days

What if I have earned more than the required hours for a flex period? Do the extra hours rollover? Am I still required to complete my courses in Canvas?

Your school-based and choice hours will rollover. You are still required to complete the Canvas courses assigned to your learning path, as this is the avenue to earn the required District-level hours.

I am a new employee and do not have an email address or active directory credentials yet. How can I access my Canvas courses?

New employees will be assigned active directory credentials by the time they receive their first payroll disbursement. Once you have active directory access, you can be assigned to your appropriate path and begin the current coursework. You will be able to view the content of previous courses in “read-only” status; but you will not be able to complete the courses for credit.

What are the dates for the Canvas courses?

See the table below for the start and end dates for each Canvas course.

Course	Start Date	End Date
Launch	September 20	September 23
1	September 30	November 22
2	November 25	January 10
3	January 13	March 6
4	March 9	May 1

What if I'm unable to complete my courses by the designated end date?

All courses will close on the designated end date. Since the Content Cadres coursework is the path to earn required District-level professional development hours, failure to complete the courses by the end date will result in forfeiture of any associated “flex days” for the course period.

Course	Start Date	End Date	“Flex Days” Period
Launch	September 20	September 23	November 25 – 26
1	September 30	November 22	February 17
2	November 25	January 10	February 17
3	January 13	March 6	May 26 – 27
4	March 9	May 1	May 26 – 29

What happens if I fail a Canvas course? Do I still get the credit?

The grading threshold for online courses is 60% to receive credit. However, the courses are designed to provide multiple attempts on assignments to give all participants the opportunity to demonstrate mastery.

Do our Safe Schools courses, i.e., “Bloodborne Pathogen Exposure Prevention”, “Child Abuse”, etc., count towards our PD hours?

Safe Schools courses do not count towards the required 64 PD hours.

Is there a breakdown for the required 64 PD hours?

Yes, hours are earned in three categories – **district (25 hours), school/zone (30 hours), and choice (9 hours)**. You will earn your District-level hours by participating in District Learning Days (DLD) and virtually in the Canvas courses. School/Zone hours are earned from professional learning opportunities offered at your school site that are entered in PLZ with attendance confirmed. Your choice hours can be earned from offerings of your choice. However, only PD that is entered in PLZ with attendance confirmed and shows on your transcript will count towards the required hours.

How do I access my professional learning transcripts? Who will collect and review the transcripts?

Teachers and teacher types are responsible for sharing professional learning transcripts with building leaders or the assigned designee. Transcripts are accessible in PLZ by the teacher. Instructions for accessing and printing transcripts can be found here: <https://tinyurl.com/PLZ-Transcript>

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What should I look for on my transcript?

- The transcripts should reflect the professional learning for the current school year only.
- For each reporting period, the start date should be August 5, 2019, or your first day with SCS.
- You should look for total hours in the bottom left corner of the last page of the transcript.

I attended a PD, but I do not see it on my transcript. What should I do?

Please send any inquiries about courses not reflected on your transcript to the instructor for the course.

What if I take a sick day during a DLD? Does that count for my PD hours?

A sick day will not count towards in-person PD hours. The PD hours missed during DLD will have to be earned from additional school-based or choice PD. The exception is if a teacher is on an approved leave of absence, i.e., maternity/paternity leave, FMLA, etc. If a teacher is on an approved leave of absence, the teacher's required number of PD hours will be prorated based on the number of available PD hours during any flex hours earning period.

Do I report to my school if I have not met the required hours to get the flex days off?

Teachers who do not meet the required professional development hours for each period, will be required to report to the TLA, or other designated location for Professional Development on the associated flex days.

I do not teach ELs or SPED students, why did I have to take those courses?

One of our key levers as District is academic equity. This means we are intentional about ensuring that all teachers are prepared to support all students, including ELs and students with disabilities. The SPED and ESL courses provided effective strategies that may be utilized to support diverse student learning. Additionally, our District's demographics continuously change, and the information in these courses is good to know in the event that you should at some point have an EL or SPED student to enroll.

What if I have additional questions or need support with Canvas?

If you have additional questions or need additional support, you may contact the Content Cadre help desk via email at cadrecanvassupport@scsk12.org