

Upcoming Staff Training

Daviess County Public Schools



NEW TRAINING SYSTEM

Smarter Solutions. Safer Schools.

PublicSchoolWORKS (Replaces SafeSchools)

INTRODUCTION

Daviess County Public Schools is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the new PublicSchoolWORKS online staff training system.

To begin, employees will need to complete online courses, beginning July 27, 2020. Those employees with a district email address will receive an email notice regarding the training on July 27, 2020. For convenience, the email will contain an Internet link to start training. The link can also be accessed any time from the staff tab on the district website.

The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. Also, the District Office Administration will be sent a report that will show those employees who have not completed the training. There is no need to submit documentation of completion unless your supervisor or administrator has specifically requested that be done.

ONLINE TRAINING PROCEDURES

1. Login to your Daviess County email account
2. Open the email from "Daviess County Staff Training" with the subject of "Training – New Enrollment"
3. Click on the link "Click here to start your training". You will be brought to PublicSchoolWORKS.
4. You will use your Network login, unless you do not have one and then you will use your Employee ID Number for your Username & Password. This is your district email address with your passphrase.
5. You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866-724-6650, option 4. **It is very important that the information shown on the "Your Login Info" screen is accurate.** Make any changes needed to your Occupation or Site and then click on the button: "Click here when
6. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
7. For each course shown, click on "Start."
8. After you successfully complete each course (and test where applicable) the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. **Your failures will not be shown on your transcript.**

Training - New Enrollment

Carrie Mockler
To: Carrie Mockler

Tue 6/2/2020 3:48 PM

Dear Carrie Mockler,

It is time to complete training. Please click on the link below to see the courses in which you are currently enrolled.

[Click here to start your training](https://www.publicschoolworks.com/Pages/training.asp?id=774&ext=749523&ds=4001) If the link does not work, copy and paste the following address in a browser: <https://www.publicschoolworks.com/Pages/training.asp?id=774&ext=749523&ds=4001> After you log in, click on "Your Course List" and then click on "Start Course" for each course listed.

If you are a supervisor and this training assignment involves employees under your supervision, please confirm the people you supervise are aware of the training - in case they don't get or read email.

Your Assignments		
No.	Course Title	Due Date
M-817	Bloodborne Pathogens	6/30/20

Your Login Information

User Name: enter the first letter of your first name added to your last name (e.g. jsmith for John Smith).
Password: enter your password

Your Account Information

Site: Middle
PK Occupation: Teacher
Site Occupation: Certified - Staff (7-12)

Training is a very important part of your development and our regulatory compliance program. Our online training system allows you to complete training at your own pace at a convenient time. Please don't hesitate to reach out if you have any questions.

Thank you.

*** This is an automated message. ***