

Guidelines for completing the online supervisors' training module, Part B

Participants must:

- Complete training on a laptop or desktop computer (not on a mobile device). If he/she attempts to take the training on a mobile device, it will not function properly.
- Follow the sequence of slides step-by-step to complete the training. If he/she attempts to omit slides using the table navigation provided by the table of contents, the training will not function properly.
- Provide identifying information including: name, email address and school and district or university affiliation at the end of the training.
- Respond to 4 questions to receive a certificate of completion for Part B.

Please note:

- The training should take approximately 1 hour, 30 minutes to complete. Should the participant spend less than 75 minutes working through the module, he/she will be asked to retake it.
- The email report sent to the university training coordinator will include: the date the training was completed and the time the participant spent in the training module.