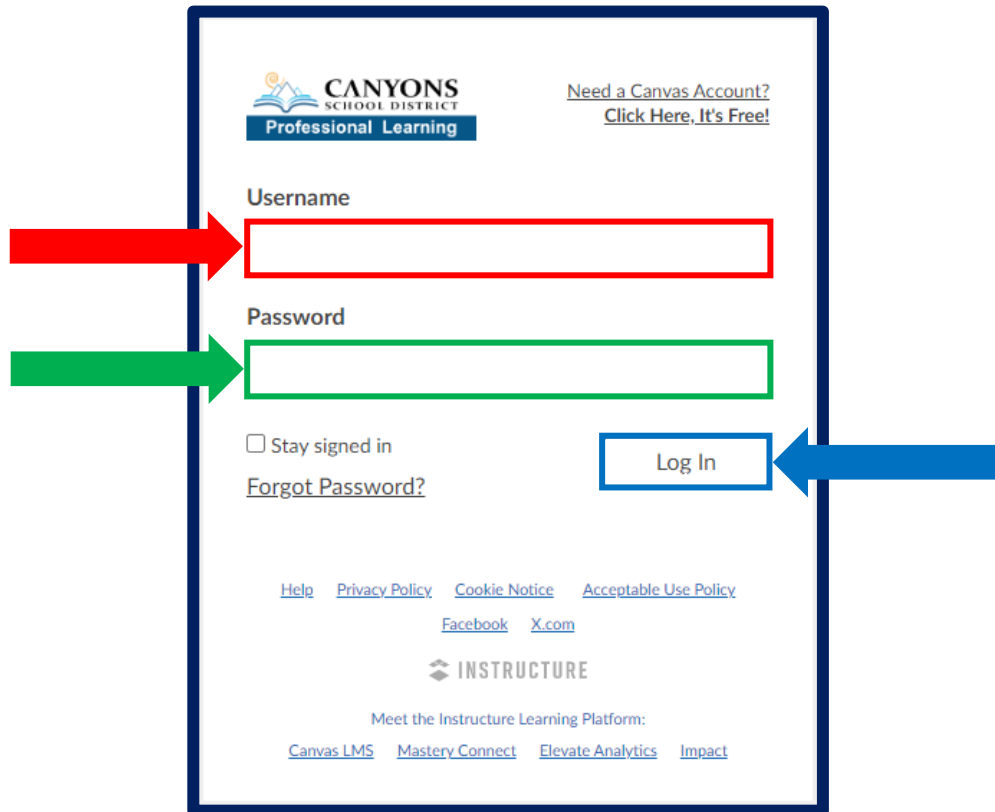# How to Complete the Critical Policies Training Online

This school year, Canyons School District's annual Critical Policy Training will be completed through the online platform, CANVAS. To begin the training, click the following link, or key in the following URL: https://csdpd.instructure.com/

Input your District **Username** and **Password**. This is the same username and password that you use to access your District email and/or SKYWARD account. Then click the **Log In** button.


On the Dashboard, click the **24-25 (i.e., Admin, ESP, Hourly-Misc., or Licensed) Critical Policies** course tile that corresponds to your position:
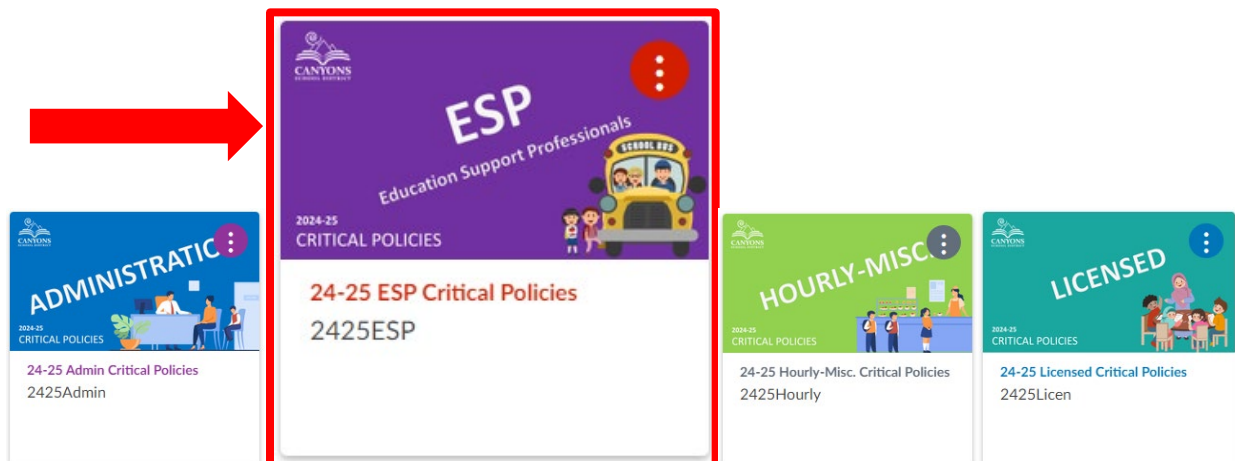
Within the course there are multiple modules that you must complete. Each module is divided into individual segments/policies. To watch a segment, click on the **Play** button. After watching the segment, click the **Mark as done** button and then the **Next** button to advance to the next segment/policy.
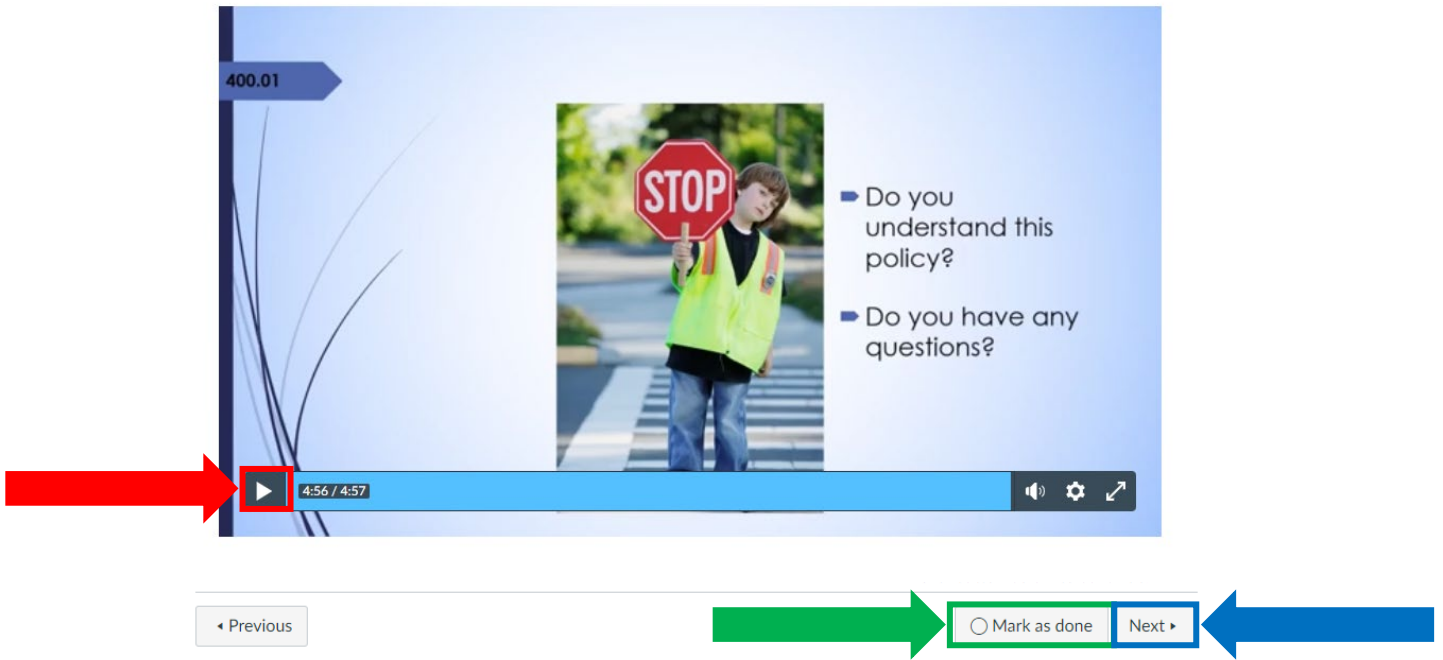
During the training, you are required to correctly answer questions related to the information presented. Answer the question(s) by clicking the **Radio Button(s)** next to the correct answer(s). Click the **Submit** button and follow the provided instructions. Note: If you answer incorrectly, the information will be retaught. Click the ⌈ Take Now ⌉ button to retake the quiz answering the question(s) correctly.
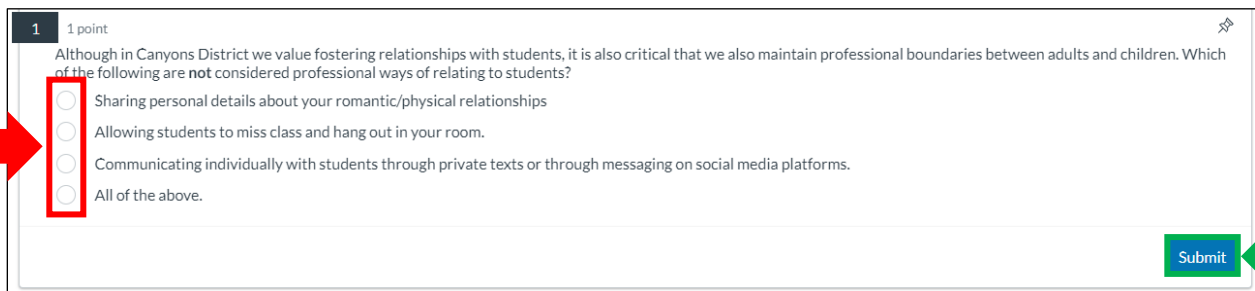
Note: During the training, all employees are reminded of their "Duty to Report" the following concerns/issues:

1. Boundary Violations / Grooming
2. Child abuse
3. Drug, alcohol, or tobacco use
4. Hazing and or Bullying
5. Harassment

6. Substantial threat against a school **NEW**
7. Suicidal Ideation
8. Misuse of District technology
9. Convictions or Diversion Agreements

Employees are also required, after watching particular segments/modules, to indicate they understand and agree to adhere to District policy and specified agreements/acknowledgements by clicking the "I understand and agree" **Radio Button**.

After you have completed all of the required modules for the 2024-25 Critical Policies Read & Sign training, print the Critical Policies Read and Sign form, if you don't already have a copy, initialing and signing in the indicated spots. Submit the completed/signed form to your supervisor.