

Child Abuse Awareness Training

Frequently Asked Questions

1. Who has to take the Child Abuse Awareness Training?

ALL LAUSD employees are required to take the Child Abuse Awareness Training. In order to ensure the safety of our students, it is critical that all District employees clearly understand their responsibility as Mandated Reporters of child abuse.

2. How do I enroll in the training?

Employees will be pre-enrolled and notified via LAUSD email. If you have not been pre-enrolled, you can self-enroll in the Learning Zone. To self enroll:

1. Open Internet Explorer 6 or higher
2. Type **lz.lausd.net** in the address bar
3. Use your Single Sign-On username and password to log into the Learning Zone.
4. From the Learning Zone homepage, click on the **Courses** tab.
5. Click on the “**Class Offerings search for and enroll in available classes**” link.
6. In the Program field, use the dropdown arrow and select **School Safety**. Click the **Search** button.
7. The **Child Abuse Awareness Training** link will display. Click on the link. The class will open in a new window.
8. Click on the **Enroll Now** button.
9. Click on the **OK** button to confirm your enrollment.
10. You will receive the following message: “You have successfully enrolled in the class.”
11. Close the window and return to the Learning Zone homepage by selecting the **Home** tab located on the upper left corner of the screen.

Note: If you have not activated your LAUSD SSO/Email account, please visit the following site: <http://techsupport.lausd.net>. From the Quick Links area, click on the link labeled New Employees Start Here. You will find information on how to activate your account, set your password, and setup an email client to view your email. Your SSO account is used for LAUSD systems such as Learning Zone, Inside LAUSD, and BTS Employee Self-Service. . If you have forgotten your SSO password, visit the LAUSD Single Sign-On Self Service Console at <https://idmlogin.lausd.net/myprofile/>

3. How do I know if I have been enrolled in the Child Abuse Awareness Training?

You will be notified via LAUSD email. You can also log in to the Learning Zone at <https://lz.lausd.net/lz/index.jsp> and click on the My Classes tab. You will see Child Abuse Awareness Training listed under Course Name. If you are not enrolled, see question 2.

4. How do I access the video?

The video is available online at <http://www.lausd.net/schoolsafety/>

If you experience difficulties accessing the video from the link above, visit the School Safety website at <http://schoolsafety.lausd.net/childabuse/training>

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You will have the ability to start and stop the online video at various points and continue the training at your convenience.

5. After watching the video, what is next?

Upon completion of your review of the Child Abuse Awareness Training video, you MUST take and pass an assessment to demonstrate your knowledge and comprehension. Your training will be deemed complete after passing the 10 question assessment with a score of 100%. To access the assessment, log in to the Learning at <https://lz.lausd.net> and click on the My Assessment tab.

6. After taking the assessment, I repeatedly score 90%. I purposely mark all the wrong answers and I still receive a score of 90%. Is there something wrong with the assessment?

Note that the Learning Zone is programmed to reflect your highest score. Thus, if you correctly answered 9 out of 10 questions correctly (90%) the first time you took the assessment, this score will continue to be shown until you answer 10 out of 10 questions correctly. Answering less than 9 out of 10 correctly will still reflect an assessment score of 90%.

If you need assistance with the assessment questions, contact your local District office.

7. How do I print out my certificate of completion?

Once you pass the assessment with a score of 100%, you will be prompted to print your certificate of completion.

Note: If you are not immediately prompted to print your certificate, follow these steps:

1. From the Learning Zone home page, click the My History tab.
2. Click the Print link next to the course name.

8. I need assistance with the training, who should I contact?

If you need assistance navigating or accessing the training, please contact your supervisor in charge of child abuse awareness training. For technical assistance, contact the LAUSD Servicedesk at (213) 241-5200.