



Alabama Compliance Library

Completion Instructions for the Required Trainings in the Cognia Learning Community Leaders - Fall 2022

Greetings,

Cognia, in conjunction with Butler County Schools, has developed four learning labs (modules), in order to fulfill the state requirements regarding the knowledge and training associated with the laws and acts listed below. The Alabama Compliance Training Library includes the following labs:

1. Annalyn's Law (Juvenile Sexual Offenders)
2. Jamari Terrell Williams Act (Bullying Prevention)
3. Erin's Law (Child Sexual Abuse) and Mandated Reporting
4. Suicide Prevention

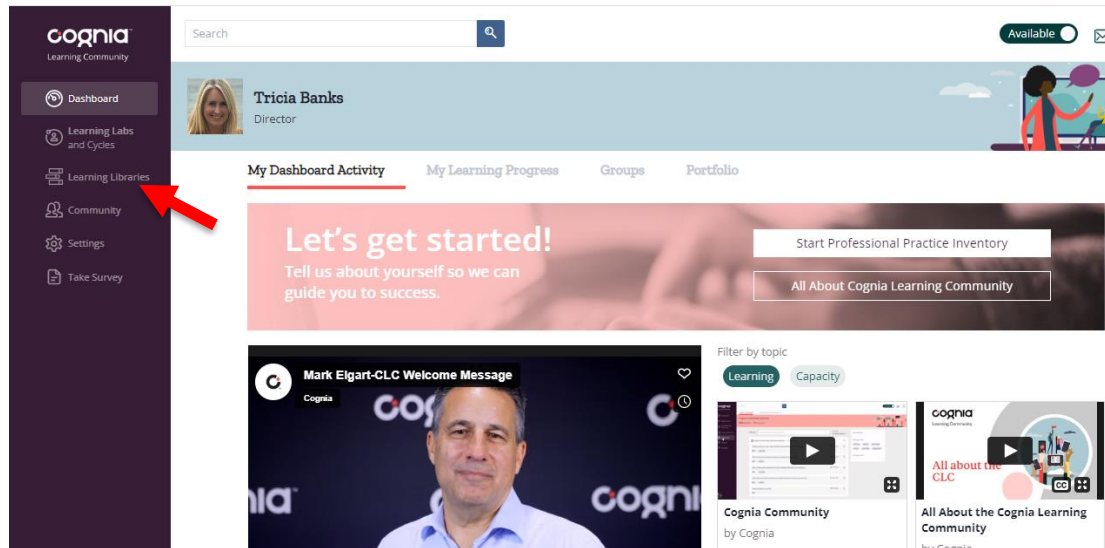
Your district has chosen to take advantage of these compliance learning labs. They can be accessed within the Cognia Learning Community, a new asynchronous, platform designed to provide an innovative professional learning experience that includes relevant, differentiated content available to your entire staff. With a few easy steps, you will be ready to take advantage of the compliance labs and so much more!

Step 1: Attend the Compliance Training Library informational webinar. Cognia is offering a session that will take you through the process of engaging your staff in the compliance library. This session will take place on Friday, August 5th at 11:00 am Central Time. If you are interested in this session, please complete [this form](#) and a meeting link will be sent.

Step 2: Register your staff. Prior to accessing their accounts to complete the training, your staff will need to be uploaded into Cognia Home. For help with this process, refer to the [Home Registration & User Management Guide](#) that will assist you with any questions you might have regarding staff access. **Note: This is a separate login from myJourney. Your myJourney username and password will not work for Cognia Home.*

Step 3: Notify your staff. Once your teachers are uploaded into [Cognia Home](#), they will receive an automated email to help them set up their account. Send your staff this email, [Compliance Training Library Email for Teachers](#), to notify them of the registration email and how to access the compliance labs.

Step 4: Locate the Alabama compliance library. You will be taken to the Learning Community Dashboard where you will choose **Learning Libraries** from the left navigation panel. Choose the **Alabama Compliance Training Library** to get started exploring the four learning labs in which completion is required.



Step 5: [Learning Lab Instructional Video](#). Watch this brief video providing an overview of how to navigate through a learning lab and complete each section.

Step 6: Monitor progress. Take a look at this [short video](#) that will show you how to track progress and monitor completion of all four labs.

Don't forget to bookmark home.cognia.org to access the compliance labs and other resources available within the Learning Community. If you have any technical issues, please contact Cognia's Client Care department using the email below. If you'd like more information on content or utilization of the platform, reach out to me directly via [email](#) and I'd be happy to help!

Sincerely,

Tricia Banks
Cognia Senior Director Teacher Development

Need help? Contact Cognia
clientcare@cognia.org

