Alabama Mandatory Training Library
Completion Instructions for the Required Trainings
in the Cognia Learning Community
Leaders - Fall 2024

Greetings,

In conjunction with the ALSDE, Cognia has developed nine learning labs (modules) to fulfill the state requirements regarding the knowledge and training associated with the laws and acts listed below. The Alabama Mandatory Training Library includes the following labs:

- Annalyn's Law (Juvenile Offenders)
- Jamari Terrell Williams Act (Bullying Prevention)
- Erin's Law (Sexual Abuse) and Mandated Reporting
- Suicide Prevention
- Understanding Gifted Students and the Gifted Referral Process
- Acceleration Procedures (Gifted)
- Gifted Behavior Traits: A TABs Tutorial
- Addressing Disproportionality (Lee vs. Macon) - Behavior & Classroom Management
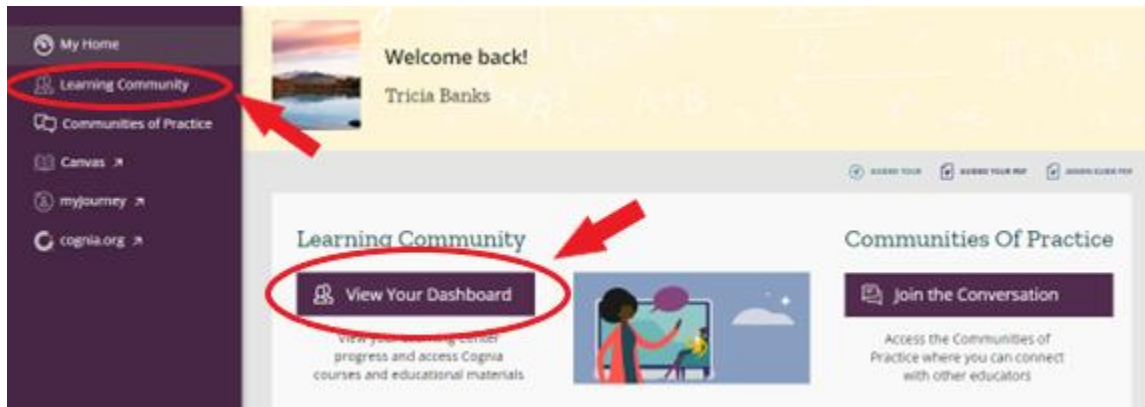- Addressing Disproportionality (Lee vs. Macon) - Universal Design for Learning

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

Step 1: Register your staff. Prior to accessing their accounts to complete the trainings, your staff will need to be uploaded into [Cognia Home](). For help with this process, refer to these two video resources 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.*
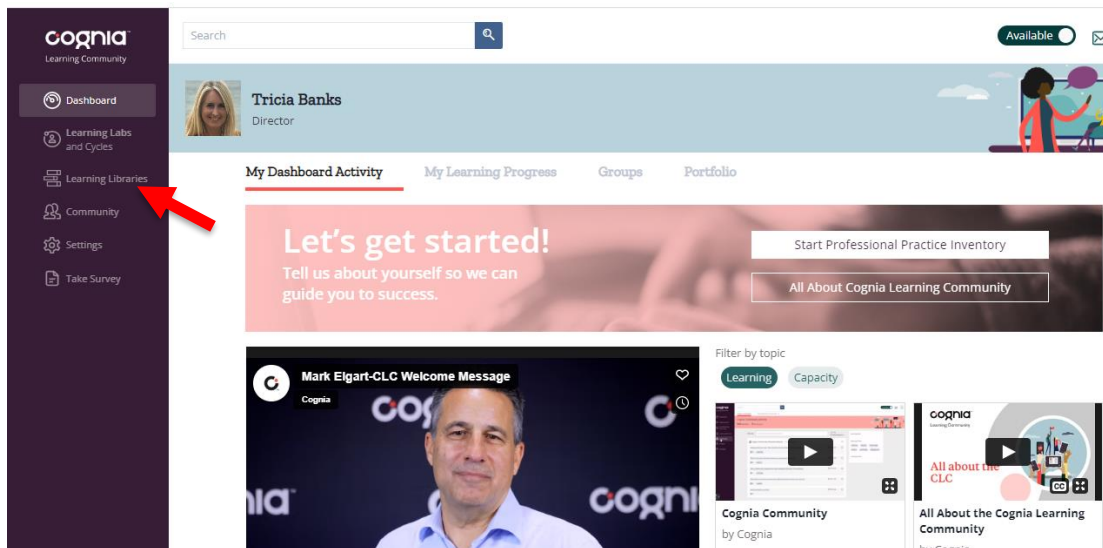
- [Adding Users in Cognia Home - District & Single School Leaders]()
- [Managing Users in Cognia Home - System Leaders]()
- [Managing Users in Cognia Home - Single School Leaders]()

Step 2: 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, [Mandatory Training Library Email Template for Teachers](#), to notify them of the registration email and how to access the training labs.

Step 3: Navigate to the Cognia Learning Community. From the Cognia Home portal, choose one of the two options below to access the Learning Community platform.

Step 4: Locate the Mandatory Training Library. Choose **Learning Libraries** from the left navigation panel. Choose the **Alabama Mandatory Training Library 2024-25** to get started exploring the nine Learning Labs available.

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. Look at the short videos below to show you how to track progress and monitor completion of the nine labs.

- [Generating Reports for Coaches (only)](#)
- [Progress Monitoring Individual Learners in the Coaching Dashboard](#)
- [Viewing Group Data in the Coaching Dashboard](#)

Don't forget to bookmark [home.cognia.org](#) to access the training labs and other resources available within the Learning Community. If you have any technical issues, please contact [Cognia's Client Care department](#).

Sincerely,
The Cognia Learning Community Team

Need help? Contact Cognia
[clientcare@cognia.org](#)