



Technical Support for State-Mandated Training in the Learning Community

Rachael Havey

Senior Director Professional Learning

July 2025, MEGA Conference

Partnership resource page

<https://alsde.onlinehelp.cognia.org/>

Alabama Program Help & Support

| | | | | |
|------------------------------|-----------------------|----------------------------------|---------------|--------------------------|
| Resources | Compliance Monitoring | Recorded Webinars | Announcements | Teacher Observation Tool |
| Career & Technical Education | Federal Programs | Cognia Learning Community | | |

[Cognia Home – Portal to Access the Learning Community.](#)

[Cognia Home Website](#)

[Video - Adding Users in Cognia Home - District & Single School Leaders](#)

[Video - Managing Users in Cognia Home - District Leaders](#)

[Video - Managing Users in Cognia Home - Single School Leaders](#)

[Mandatory Training Library Resources in the Learning Community](#)

[AL Mandatory Training Library Communication – Leaders](#)

[AL Mandatory Training Library Communication Template - Teachers](#)

[Cognia Learning Community Resources](#)

[Home/CLC Resource Padlet](#)

[Video – How to Complete a Learning Lab](#)

[Video – Generating Reports for Coaches \(only\)](#)



Need Support?

Teacher Observation Tool

✉ [Telena Madison](#)

☎ 334.694.4883

✉ [Alabama Teacher Observation Tool \(ATOT\)](#)

Accreditation

🕒 Monday-Friday 8am - 5pm



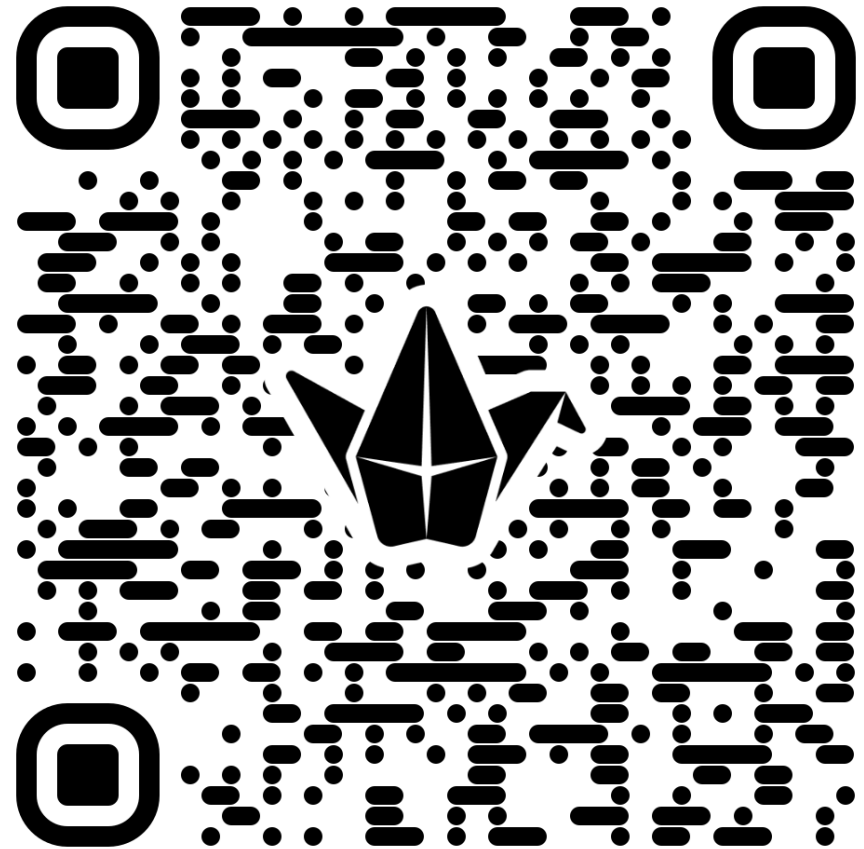
Cognia Learning Community Padlet

For all technical assistance needs, contact: our Client Care Team.

clientcare@cognia.org

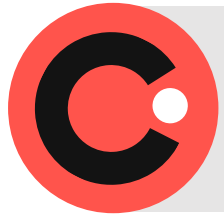
1-888-413-3669

7:00 a.m. – 4:00 p.m. CT



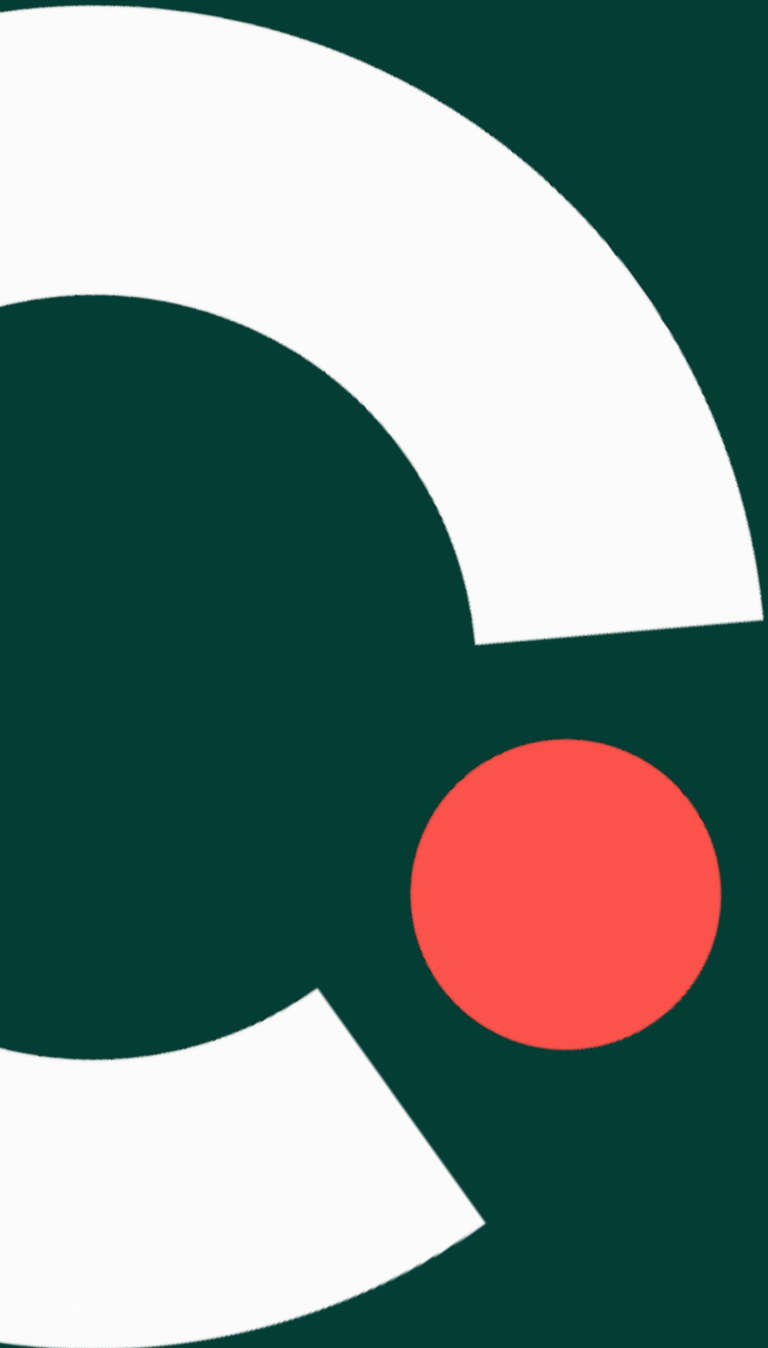
Learning Community Features

- Unlimited users
- Leader Essentials (5 labs)
- Educator Essentials (5 labs)
- Early Learning Foundations (4 labs)
- Alabama Mandatory Training Library (9 labs)



Agenda

- Cognia Learning Community overview
- Collaboration and creation of the Mandatory Training Library
- Demonstration – Accessing the library/labs
- Next steps



Explore the Cognia
Learning
Community

Learning Lab

Spark

- Inspiration
- Curiosity

Grow

- Reflection
- Next steps



Reflect

- Current practice
- Opportunity

Tinker

- Preparation
- Interaction

Additional content*

- Assessment Design (20 labs)
- Building Literacy in Early Learning (13 labs)
- Differentiation that Works (40+ labs)
- eleot® Library (7 labs)
- erel for Early Learning (12 labs)
- Foundations for Effective Reading Instruction (6 labs)
- Leader Chat Library (14 labs)
- Professional Practices (8 labs)
- Strategic Thinking and Planning (17 labs)
- Teacher Observation Tool (14 labs)

*Access the Padlet for information about additional content for purchase



Mandatory training labs available

- AL – Acceleration Procedures (Gifted) 25-26
- AL – Erin's Law (Child Sexual Abuse) & Mandated Reporting 25-26
- AL – Gifted Behavior Traits (A TABs Tutorial) 25-26
- AL – Jamari Terrell Williams Act (Bullying Prevention) 25-26
- AL – Lee vs. Macon (Component 1 & 2) 25-26
- AL – Lee vs. Macon (Component 3) 25-26
- AL – Suicide Prevention & Mental Health Awareness 25-26
- AL – Understanding Gifted Students & the Gifted Referral Process 25-26
- AL – Annalyn's Law (Juvenile Sex Offenders) 25-26

Questions?



Learn more at Cognia.org



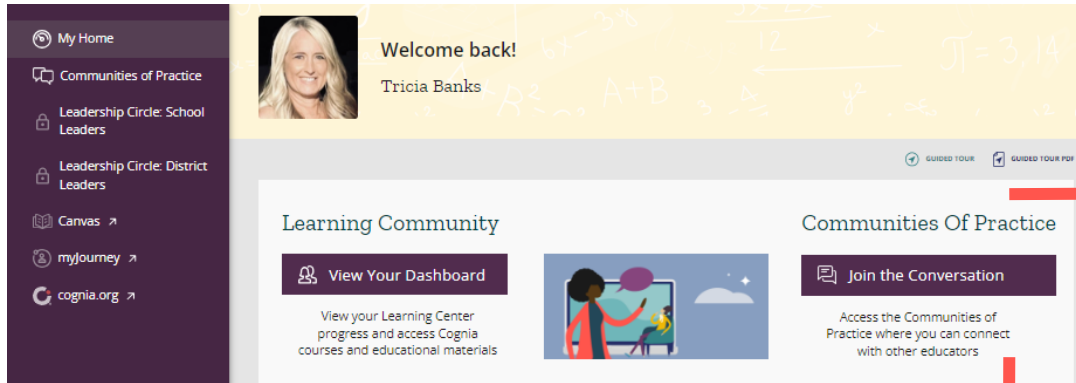


Mandatory Training Lab Demo

Navigating to the Learning Community
and Completing the Learning Labs

Cognia Home vs. CLC vs. myJourney

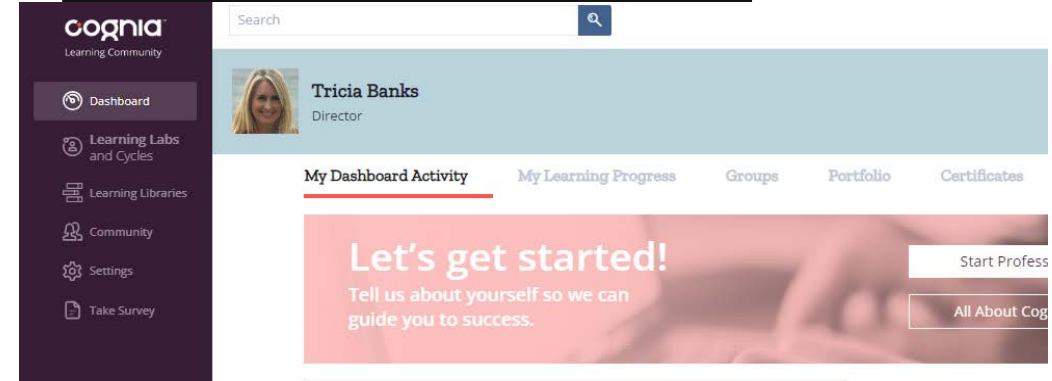
Cognia Home



home.cognia.org

Portal to access Learning Community
User management

Learning Community



Professional learning platform
Learning Labs & Libraries
Virtual Visibility

myJourney

eleot & Teacher Observation Tool
Surveys
Diagnostics
Strategies

Login

Email Address

Password

Login

[Request Password](#) [Contact us for login help](#)

cognia™





Next Steps

Step 1: District emails school leaders



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:

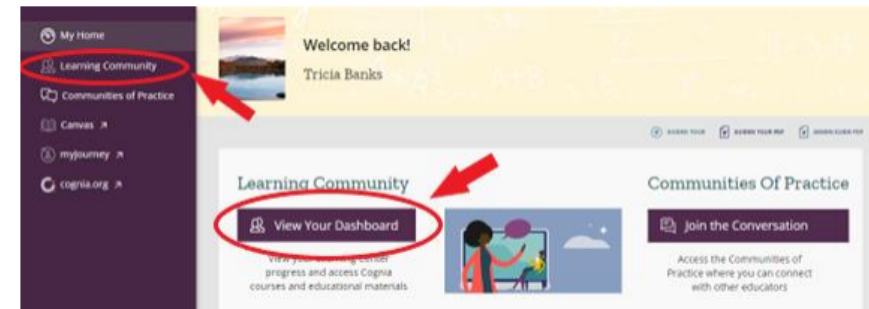
- Annalyn's Law (Juvenile Offenders)
- Jamari Terrell Williams Act (Bullying Prevention)
- Erin's Law (Sexual Abuse) and Mandated Reporting
- Suicide Prevention
- Understanding Gifted Students and the Gifted Referral Process
- Acceleration Procedures (Gifted)
- Gifted Behavior Traits: A TABs Tutorial
- Addressing Disproportionality in AL Public Schools (Lee vs. Macon): Component 1 & 2: Behavior & Classroom Management
- Addressing Disproportionality in AL Public Schools (Lee vs. Macon): Component 3: Make Sense Strategies (MSS) Training

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!

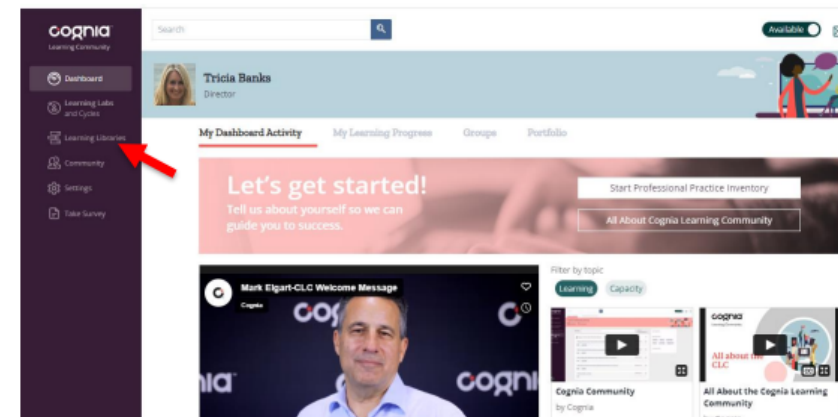
Step 1: Register your staff. Prior to accessing their accounts to complete the trainings, your staff will need to be uploaded into [Cognia Home](#). For help with this process, refer to these two video resources that will assist you with any questions you might have regarding staff access. **Note: This 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 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.



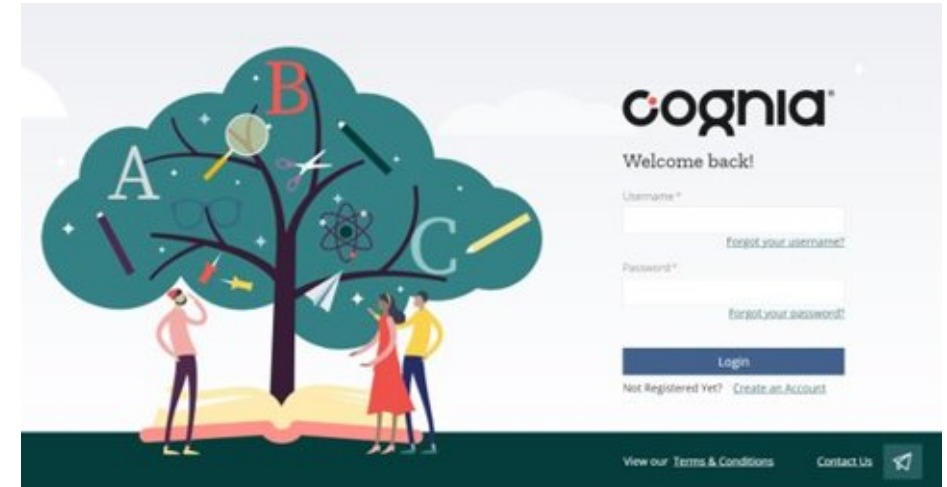
Step 4: Locate the Mandatory Training Library. Choose **Learning Libraries** from the left navigation panel. Choose the **Alabama Mandatory Training Library 2023-24** to get started exploring the eight Learning Labs available.



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 2: Sequence for updating personnel

1. Assign a designee
2. Determine due date for personnel changes
3. Ensure designee has Admin access
4. Designee trains on tutorial videos provided
5. Designee can:
 - **remove** personnel who have left
 - **change** the institution for existing personnel
 - **add** new personnel



Step 2: NEW to the CLC upload teachers

Site Manager - Education leaders who supervise a single school

- [My Institutions Landing Page and Cards for All Managers](#)
- [Accessing the Manage Users Page for Single Site Managers](#)
- [Overview of the Manage Users Page for All Managers](#)
- [Editing Roles & Permissions for an Existing User for All Managers](#)
- [Inviting New Users Individually and Bulk Upload for Site Managers](#)
- [User Management to Change Institution for Staff for Site Manager](#)
- [User Management to Remove Staff for Site Manager](#)
- [Reinviting Users with a Status of "Pending" for All Managers](#)

Step 3: Leaders email teachers



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

Greetings,

Cognia, in conjunction with the ALSDE, 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:

1. Annalyn's Law (Juvenile Offenders)
2. Jamari Terrell Williams Act (Bullying Prevention)
3. Erin's Law (Sexual Abuse) and Mandated Reporting
4. Suicide Prevention
5. Understanding Gifted Students and the Gifted Referral Process
6. Acceleration Procedures (Gifted)
7. Gifted Behavior Traits: A TABs Tutorial
8. Addressing Disproportionality in AL Public Schools (Lee vs. Macon): Component 1 & 2: Behavior & Classroom Management
9. Addressing Disproportionality in AL Public Schools (Lee vs. Macon): Component 3: Make Sense Strategies (MSS) Training

Our district/school has chosen to take advantage of these training 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 all educators. To access this library, follow the directions below.

Step 1: Log in at [Cognia Home](#). If you don't have an account, see your administrator who will be able to send you an invitation to register.

Step 2: Refer to the [Create Your Cognia Home Account User Guide](#) for step-by-step registration instructions.

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 quick video providing an overview of how to navigate through a learning lab and complete each section.

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,

(school leader's name here)

Need technical assistance? Contact clientcare@cognia.org

Tips and tricks for success

- Getting started
 - Make sure all rosters and personnel are correct for the current school year
 - Roster in each school, NOT at the district level
 - Most compatible with Chrome browser
 - Access with a desktop or laptop, not a phone or tablet
 - Check district level firewalls - Videos require Vimeo and YouTube permissions

Use the FAQ sheet provided on the ALSDE partnership page for on demand help before contacting clientcare@cognia.org.

Tips and tricks for success

- Implementation
 - Content is ready NOW – Consider a friendly summer email to teachers to complete (after rosters are correct)
 - Early morning and evening hours are least congested
 - Consider building in time during a PD day to complete content

Use the FAQ sheet provided on the ALSDE partnership page for on demand help before contacting clientcare@cognia.org.



is here to support YOU!

Dr. Jeff Wooten

Senior Director Alabama

jeff.wooten@cognia.org

Dr. Jeff Langham

Director Alabama

jeff.langham@cognia.org

Rachael Havey

Senior Director Professional Learning

rachael.havey@cognia.org

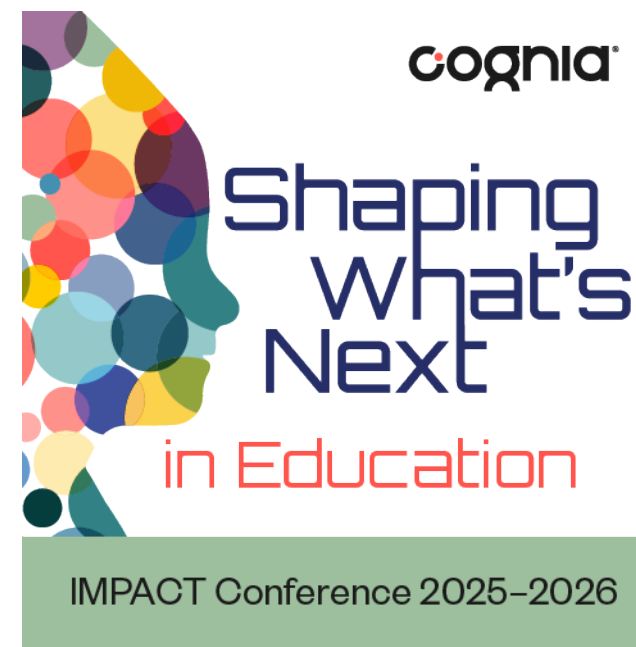
**For all technical assistance
needs, contact:**

clientcare@cognia.org



Attend an IMPACT Conference

REGISTER TODAY!



**MONTGOMERY, ALABAMA:
SEPTEMBER 9-10, 2025**

Questions?



Learn more at Cognia.org



Stay Connected.

Learn more at cognia.org

