June 2024 - Relaunched Orientation Training New Providers & Employees

The purpose of orientation training is to ensure all providers have knowledge of practices, policies, and procedures that keep children safe and the standards that the registered and licensed programs must meet. Providers must complete and have documentation of orientation within 90 days of employment. Until the provider has completed orientation training, they may not be unsupervised with children.

Please follow these steps for any new staff that needs to complete the South Dakota Orientation to Early Childhood and School-Age Care series.

For assistance, you may contact the **Child and Family Resource Network** by email at sdsu.frn@sdstate.edu or by phone at (605) 688-5730. Staff are available Monday-Friday 8am-5pm.

Create Your Account

1. Navigate to https://www.sdstate.edu/child-and-family-resource-network.
2. Click on the **Statewide Supports** tab at the top of the webpage.
3. Click on **Orientation** for directions to the **South Dakota Orientation to Early Childhood & School-Age Care Series.**
4. Navigate to https://traininghouse.sdstate.edu/.
5. In the middle of the page, select the correct login credentials.
    a. Non-SDSU Users: Click **Non-SDSU Users login here**.
        i. Select **Create a new account**.
        ii. Fill out the required fields and select **Create my new account**.
    b. SDSU Users: Click **SDSU User Login**
        i. Fill in your username (firstname.lastname) and password and click **Login**.
6. **An email will be sent to the email address you listed. Check your email to find instructions to complete your new account registration**. If you do not see the email, be sure to check your Spam or Junk email folder.

Register for South Dakota Orientation to Early Childhood & School-Age Care Series

1. Navigate to https://traininghouse.sdstate.edu/.
2. Select either **Non-SDSU Users login here** or **SDSU User Login**, depending on what account you created.
3. Fill in your username and password and log in.
4. Use the search bar in the middle of the page.
    a. Search ***South Dakota Orientation to Early Childhood and School-Age Care Series***.
    b. Select ***South Dakota Orientation to Early Childhood and School-Age Care Series.***
5. Click the Self Enrollment link and enter the word "**SDECE**" in the box. Click on **Enroll Me**.
6. Look through the information provided under the "*Getting Started*" and *Course Information*" sections.
7. Once you are ready to start the course, you must complete the Registration Survey to access or "activate" the orientation learning modules.

Access the Course

1. Navigate to https://traininghouse.sdstate.edu/.
2. Select either **Non-SDSU Users login here** or **SDSU User Login**, depending on which account you created.
3. Fill in your username and password and log in.
4. Scroll down to the list of **My Courses** and select ***South Dakota Orientation to Early Childhood and School-Age Care Series***.

*Additional resources to support newly hired staff who are new to navigating Traininghouse can be found https://www.sdstate.edu/child-family-resource-network/orientation-child or this tutorial video at **https://youtu.be/9CcZSMbuG4w.**

Access to past Orientation Training for staff that completed the course from 12/2019-6/2024

1. Navigate to **traininghouse.sdstate.edu.**
2. Select either Non-SDSU users login here **or** SDSU User Login**,** depending on which account you created.
3. Fill in your **username** and **password** and **Log in**.
4. Scroll down to the list of **Available courses** and select **SD Orientation to Child Care.**

Frequently Asked Questions (FAQ) For Navigating the

South Dakota Orientation to Early Childhood and School-Age Care Series

(Launched June 2024)

- **How do I get started with the online course?**
  - The orientation course allows self-enrollment by searching for the course title in the South Dakota State University Training House Moodle learning hub software.
- **What device is best to complete the orientation series?**
  - We highly encourage you to enroll and complete the series on a laptop device, or computer desktop.
- **Why am I required to take the orientation series?**
  - The South Dakota Administrative Rule (67:42:17:17 Orientation Training) states that all **newly hired staff** have within 90 days after the date of employment, to complete and obtain documentation of the orientation learning modules. Also, before a staff member may care for children without supervision, they must complete the orientation series. This orientation series is not a Level III training, as it is only a revised orientation to align with the new South Dakota Administrative Rules approved in July 2023.
- **Why are all the learning modules restricted?**
  - The learning modules will be activated once the "registration survey" is completed.
- **How do I know which module is which?**
  - Each learning module is numbered and titled within the orientation series.
- **Do I have to take the modules in order?**
  - You may take the modules in any order however, Module 12: Pediatric First Aid, must be taken last. At the end of the First Aid module, there will be a short informational video detailing the On-Demand Focused Training opportunities available through the Early Childhood Enrichment system. Watching the video and responding to a training interest survey must be completed to get the completion certificate for the First Aid module and for the Orientation Course Completion Certificate to be generated.
- **Which is the "interactive video" I must watch?**
  - Each learning module has an interactive video that all participants must watch. The "interactive video" should always be the first content available within each learning module. It is indicated with a small, black icon with an "HP".
- **How do I move from one learning module to another throughout the series?**
  - The "navigation text" (in a gray text box under each activity) will move you on to the next section or back to a previous one. This is how you will move through the class.
  - Another option would be to go back to each learning module's main page after the completion of each activity and/or quiz.
- **Why does the narration sound like an AI?**
  - It should be noted that an ***AI (Artificial Intelligence)*** program was used to narrate the classes. As a result, you may hear slight differences in the pronunciation of some words, due to the limitations of the software. These minor incidents will not impact the content.

- **How can I turn on the *Closed Captioning*?**
  - ***Closed captioning*** is automatically turned off when you begin viewing the video. If you choose to have closed captioning, you can turn it on by clicking on the 'CC' in the lower right corner of the screen, and clicking on "Subtitles".
  - Also, you may notice that at times the CC may be ahead or behind the audio. This should not interfere with the content or your learning. (You might consider turning the audio or the Closed Captioning off, depending on your needs.)
- **Why is the *Closed Captioning* running faster than the audio?**
  - Again, ***Closed captioning*** is automatically turned off when you begin viewing the video. If closed captioning is turned on, it should be noted that not all the technology software that was used to create the revised version of SD Orientation is 100% efficient. We want to make you aware that there will be times when the closed captioning will run faster than the audio. If this is the issue, you will still have the option to turn it off by clicking on the 'CC' in the lower right corner of the screen. This should not interfere with the content or your learning.
  - If you wish to follow along with the closed captioning only, you have the option to turn on closed captioning by clicking on the 'CC' in the lower right corner of the screen and clicking on "Subtitles". Then you can turn off the audio by clicking on the "microphone" icon in the lower right corner of the screen.
- **What does it mean for the video to be interactive?**
  - **Interactives**, referred to as **pop-ups**, will occur throughout the class. These will be in the form of a true/false question, multiple choice, or a "drag and drop" and are indicated by a 'circle' on the video play strip at the bottom of the screen. The interactives will "pop up" spontaneously but monitoring the video strip will alert you when to expect them.
  - Pop Up scores are collected, but not graded and will display at the end of the training video. You must select the green "submit answers" for the review quiz to become available.
- **Why does Module #2: Prevention of Sudden Infant Death Syndrome and Use of Safe Sleep Practices have three interactive videos?**
  - Due to the content found within this learning module, there will be three interactive videos and two web links available to complete.
- **How do I obtain the additional resources discussed within each learning module?**
  - The resources that are referred to during each interactive video, can be found under ***Additional Resources*** at the bottom of the learning module's main page.
  - These resources are available for download.
- **What is the difference in completion of the orientation series for those working in Early Childhood program settings and School-Age settings?**
  - If you work in a School-Age program, you are not required to take learning Modules #2 and #6, as you are not caring for children under the age of five years.
  - Those of you working with children under the age of five years will need to complete all 12 modules
- **How do I get a certificate after I complete a module?**
  - After completing the quiz with a passing grade, there will be a "navigation text" at the bottom right of the screen that will take you to a page where you can view and print the certificate. Those working in school-age programs will need to print out individual certificates for the 10 modules they are required to take.

- **How do I achieve and obtain a *Course Completion Certificate*?**
    - If you are working with children under 5 years, and have completed all 12 modules, you will achieve a ***Course Completion Certificate.***
    - Those in School-Age programs will not have a Course Completion Certificate, but rather 10 individual completion certificates.
    - After watching a brief promotional video on the Quality Recognition and Information System, which is available after completing Class #12: First Aid, you will have access to and can print the certificate listing all classes and the date of **course** completion.
    - You may print out individual class completion certificates, but you will need proof that you completed the entire course for licensing purposes. The Course Completion Certificate can be found on the home page under Getting Started.
    - Those working in school-age programs will also need to watch the promotional video in order to have access to the First Aid completion certificate.
- **Is there another resource available on how to navigate the orientation series?**
    - Yes! A tutorial video is available to show what your screen should look like and how to navigate through each learning module through pictures (screenshots) and narration.
- **What do I do when both the FAQ sheet and tutorial video do not answer my questions, or I need more assistance?**
    - Please contact the Child and Family Resource Network located in Brookings, SD via email or phone.
        - Phone: **(605) 688-5730**
        - Email: **sdsu.frn@sdstate.edu**
        - Office Hours: Monday-Thursday [8 AM – 5 PM CST], Friday [8 AM – 4 PM CST]