

## 2016–17 School Nutrition Program Annual Mandatory Online Training Requirements

Welcome to the 2016–17 School Nutrition Program (SNP) Annual Mandatory Online Training. The California Department of Education (CDE) Nutrition Services Division (NSD) and the California Professional Nutrition and Education Training (Cal-Pro-NET) Center at San Jose State University (SJSU) sponsor this online training program.

This is **mandatory** training for all school districts, charter schools, private schools, and residential childcare institutions who are administering the National School Lunch (NSLP)/School Breakfast Program (SBP). Your fulfillment of the training requirement is reported to the CDE/NSD after you complete the course and receive a Certificate of Completion.

**NOTE:** Only one sponsor Certificate of Completion will be sent to the e-mail contact for the food service director as listed in the Child Nutrition Information and Payment System (CNIPS), regardless of how many staff members work toward completing the training. Please be sure your contact information in CNIPS is up to date. The Certificate of Completion will be in the name of the sponsor, and not in the name of an individual.

The sponsor should keep the Certificate of Completion on file and available during an Administrative Review.

### Deadline to Complete this Training

All SNP sponsors must complete the training modules, quizzes, and course survey, in its entirety, by **April 14, 2017**.

Your agency will be out of compliance with the SNP regulations if you fail to complete this course, including the quizzes and the course survey, by **April 14, 2017** deadline.

The 2016–17 SNP Annual Mandatory Online Training is comprised of nine modules. Each module provides sponsors with training regarding significant compliance topics, including existing and new requirements in the SNP and provides access to available resources.

### Instructions for Completing the Training

#### Online Modules

- Sponsors may view all of the modules online, download them, print them for future reference, and/or use them as a training tool. Each module serves as a stand-alone training tool.
- Each sponsor should identify the appropriate staff person(s) who will be responsible to complete each module.
- Sponsors may provide the training modules to other staff members at their district or agency in addition to those staff designated to complete a specific module.

### Online Quizzes - Instructions

- For each module, review the module curriculum and suggested Web sites, then complete the online quiz and submit it.
- Submit your answers to the quizzes by selecting each answer choice and then select the “Submit Quiz” button after you have answered all questions.
- Different staff can log on and off to take the various quizzes.
- You may take each quiz up to five times.
- You must reach a passing score of 70% on each quiz.
- You can view the correct answers after you submit the quizzes.
- You can take one quiz at a time, rather than all at once.

### Course Survey - Instructions

- Each sponsor **must** complete the course survey, which is accessed from either the Module or Quiz Page.
- One staff person (such as the testing coordinator) can complete the course survey on behalf of the sponsor.
- If multiple staff members would like to complete the course survey for the training, compile all staff responses into the one survey completed by the designated testing coordinator.

NOTE: The designated testing coordinator at a sponsoring district must ensure that quizzes for all modules and the course survey have been submitted in order to receive a Certificate of Completion.

### Canvas Log-in Instructions for the 2016–17 School Nutrition Program (SNP) Annual Mandatory Online Training

**Sponsors:** This is where you will view the modules, take the quiz for each training module, and complete the course survey for this online training.

The Modules, Quizzes, and Course Survey are hosted by the **Canvas** system and require a login.

**1.** In order to log in, you will need your **Canvas User name and password**.

**Your Canvas User name** is the e-mail address for the person listed as the food services director contact in the Child Nutrition Information and Payment System (CNIPS) under the Sponsor Application.

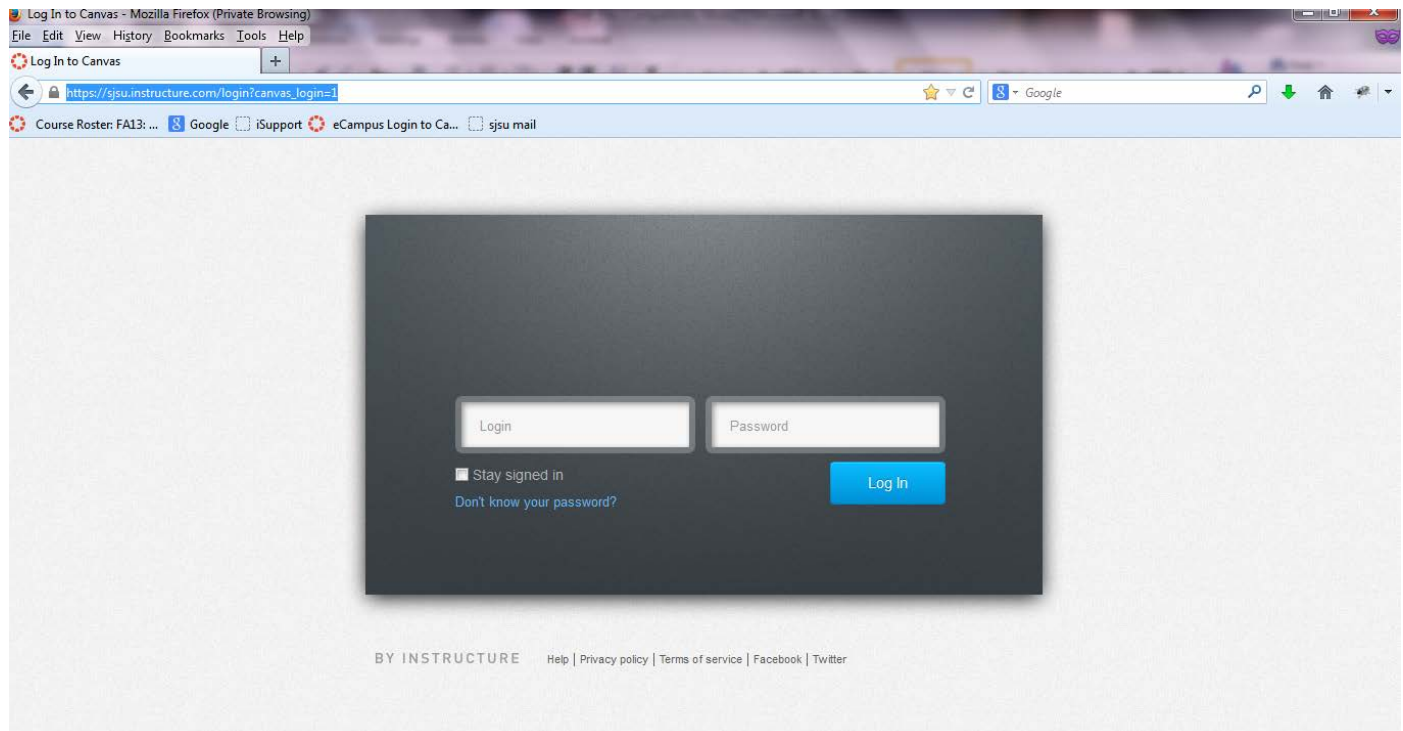
**Your password** is spring (all lower case).

**2. You may need to adjust your browser settings.** Prior to accessing Canvas, update your browser (the program that you are using now to view the internet) to the newest version. In addition, Canvas uses Flash and Java, so also ensure those two software applications are on your computer and are up-to-date. Your browser may need to be adjusted to allow private content. The guide below describes how to adjust that setting for different browsers.

<http://guides.instructure.com/s/2204/m/4214/l/41056-which-browsers-does-canvas-support>

**3. When you are ready to login, proceed to Canvas's login page and enter your **Canvas User name** and **password**. (Do not change the password)**

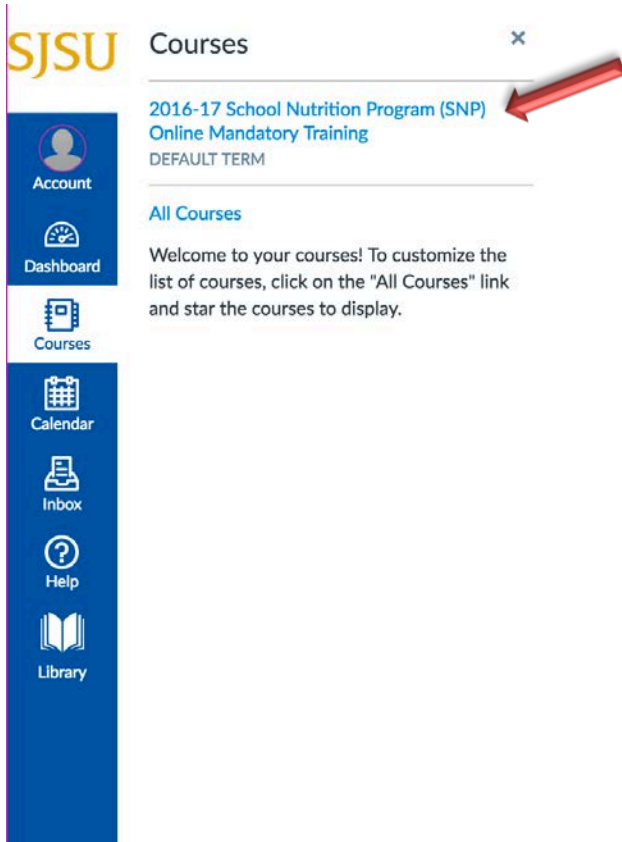
Link to the Canvas login page is at [https://sjsu.instructure.com/login?canvas\\_login=1](https://sjsu.instructure.com/login?canvas_login=1).



If your login is unsuccessful, please be sure that your Canvas User name and password entries are correct and re-read the instructions listed above.

(Continued below)

Once you have logged in, to enter the course, select the course name—**2016–17 School Nutrition Program (SNP) Annual Mandatory Online Training** from the left navigation menu under the “Courses” heading.



(Continued below)

4. Begin the training by reviewing the modules. Select the appropriate module link and read through the module. Many modules contain links to more information, tools, and guidance. Modules may be downloaded and saved to your computer or printed. Quizzes can be accessed through the modules link or the quizzes link.

[Home](#)

**Modules**

[Quizzes](#)

[Grades](#)

▼ **Module 1: Resource Management**



[Module\\_1\\_Resource\\_Management-Procurement.pdf](#)



[Module 1 Quiz: Resource Management and Procurement](#)

11 pts

▼ **Module 2: Meal Eligibility**



[Module\\_2\\_Eligibility.pdf](#)



[Module 2 Quiz: Eligibility](#)

9 pts

▼ **Module 3: Verification**



[Module\\_3\\_Verification.pdf](#)



[Module 3 Quiz: Verification](#)

10 pts

(Continued below)

5. When you are ready to begin the quizzes, you can select the appropriate quiz link on the Course Quiz Page.

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Modules

**Quizzes**

Grades

Search for Quiz

▼ Assignment Quizzes

- 🕒 **Module 1 Quiz: Resource Management and Procurement**  
11 pts | 11 Questions
- 🕒 **Module 2 Quiz: Eligibility**  
9 pts | 9 Questions
- 🕒 **Module 3 Quiz: Verification**  
10 pts | 10 Questions
- 🕒 **Module 4 Quiz: Menu Planning**  
12 pts | 12 Questions
- 🕒 **Module 5 Quiz: Meal Counting**  
8 pts | 8 Questions
- 🕒 **Module 6 Quiz: Food Safety**  
6 pts | 6 Questions
- 🕒 **Module 7 Quiz: Nutrition Standards and Wellness**  
11 pts | 11 Questions
- 🕒 **Module 8 Quiz: Civil Rights**  
6 pts | 6 Questions
- 🕒 **Module 9 Quiz: OVS, Special Diets, Administrative Review, and Professional Standards**  
10 pts | 10 Questions

(Continued below)

6. When you have completed all required quizzes, please take the course survey by selecting the “Survey” link on the course quiz page.

Home

Modules

**Quizzes**


Grades

Search for Quiz

▾ Assignment Quizzes

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11 pts | 11 Questions
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- Module 3 Quiz: Verification  
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- Module 4 Quiz: Menu Planning  
12 pts | 12 Questions
- Module 5 Quiz: Meal Counting  
8 pts | 8 Questions
- Module 6 Quiz: Food Safety  
6 pts | 6 Questions
- Module 7 Quiz: Nutrition Standards and Wellness  
11 pts | 11 Questions
- Module 8 Quiz: Civil Rights  
6 pts | 6 Questions
- Module 9 Quiz: OVS, Special Diets, Administrative Review, and Professional Standards  
10 pts | 10 Questions

▾ Surveys

- Survey  
7 pts | 7 Questions 

7. Once you have completed and submitted all the quizzes **and** have submitted the course survey, you will receive a certificate of completion. The certificate will be e-mailed to the Food Service Director contact that is identified in CNIPS under the Sponsor Application. Please allow three to five business days to receive your certificate.