

2017 Summer Food Service Program Online Training Requirement

Welcome to the 2017 Annual Mandatory Training for Summer Food Service Program (SFSP) sponsors. This online training program is sponsored by 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.

This is mandatory training for all school districts, charter schools, camps, and community organizations who are SFSP sponsors. Your fulfillment of the training requirement will be reported to the California Department of Education 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 on record in Child Nutrition Information 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 sponsors must complete this mandatory program training before the CDE NSD will approve your SFSP application to participate.

The 2017 SFSP Online Training update is comprised of nine modules. Each module provides sponsors with annual training regarding significant compliance topics, including existing and new requirements in the SFSP and 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 instruction and 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 can be accessed from the Quiz tool on Canvas.
- 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 2017 Summer Food Service Program (SFSP) Annual Mandatory Online Training

Sponsors: This is where you will review the Modules, take the Quiz for each Training Module and complete the Course Survey for this on-line training.

Log-in Instructions for the 2017 Summer Food Service Program (SFSP) Annual Mandatory Online Training

The Modules, Quizzes, and Course Survey are being hosted by the **Canvas** system and require a log-in.

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 Food Service Director or primary contact, as listed in the Child Nutrition Information and Payment System (CNIPS) under the Sponsor Application.

Your password is "summer2017", but entered without the quotation marks.

The password is case-sensitive, so be sure to enter it in all lower case letters, without the caps lock key pressed; it must be "summer2017" rather than "SUMMER2017" or "Summer2017".

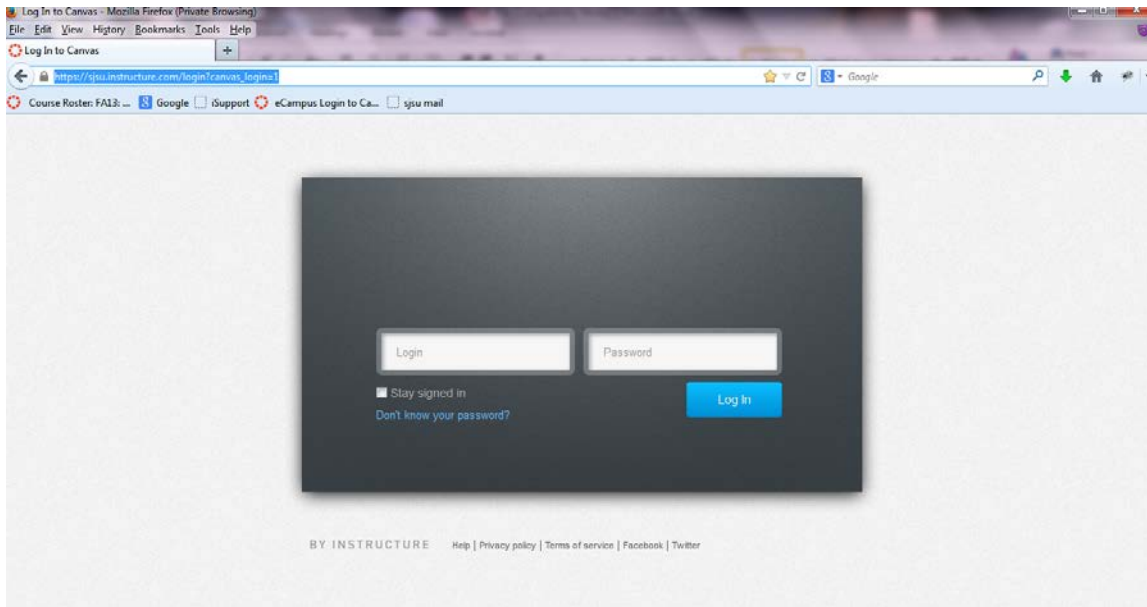
2. You may need to adjust Your Browser Settings. Prior to accessing Canvas, update your browser (the program that you are using now to view the internet) to the newest version. Also, Canvas uses Flash and

Java, so also ensure those two software applications are on your computer and 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 log in, you may proceed to Canvas's log-in page, where you will be asked for your **Canvas User name** and **password**. **(Do not change the password.)**

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.

4. Once you have logged in, to enter the course, select the course name—**2017 Summer Food Service Program Annual Mandatory Online Training** at the top of the screen under the “Courses” heading.



5. 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.

SJSU 2017 Summer Food Service Program (SFSP) Online Mandatory Training > Modules

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- ▼ Module 1: Overview and Site Operations
 - SFSP_Module_1_Overview_Site_Operations.pdf
 - Module 1 Quiz: Overview and Site Operations
15 pts
- ▼ Module 2: Financial Management, Procurement Requirements, and Vended Meal Contracts
 - SFSP_Module_2_Financial_Management.pdf
 - Module 2 Quiz: Financial Management, Procurement, and Vended Meal Contracts
12 pts
- ▼ Module 3: Camp Site Eligibility and Operations Requirements
 - Camp Sites
 - SFSP_Module_3_Camps.pdf
 - Module 3 Quiz: Eligibility Camp Sites

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

Home

Search for Quiz

Modules

Quizzes

Grades

▼ Assignment Quizzes

- Module 1 Quiz: Overview and Site Operations
15 pts | 15 Questions
- Module 2 Quiz: Financial Management, Procurement, and Vended Meal Contracts
12 pts | 12 Questions
- Module 3 Quiz: Eligibility Camp Sites
12 pts | 12 Questions
- Module 3 Quiz: Eligibility Closed Enrolled Sites
11 pts | 11 Questions
- Module 3 Quiz: Eligibility Open Sites
12 pts | 12 Questions
- Module 4 Quiz: Types of Meal Service and Meal Counting
13 pts | 13 Questions
- Module 5 Quiz: Meal Claim Submission
11 pts | 11 Questions
- Module 6 Quiz: Menu Planning
12 pts | 12 Questions
- Module 7 Quiz: Food Safety and Sanitation
16 pts | 16 Questions
- Module 8 Quiz: Civil Rights and Community Outreach
12 pts | 12 Questions
- Module 9: Administrative Review
16 pts | 16 Questions

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

The screenshot displays the user interface for the 2017 Summer Food Service Program (SFSP) Online Mandatory Training. On the left is a vertical navigation menu with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, Help, and Library. The main content area is titled 'Quizzes' and features a search bar at the top. Below the search bar, there are two sections: 'Assignment Quizzes' and 'Surveys'. The 'Assignment Quizzes' section lists nine quizzes with their respective point values and question counts. The 'Surveys' section contains one survey item, which is highlighted with a red arrow.

Section	Item Name	Points	Questions
Assignment Quizzes	Module 1 Quiz: Overview and Site Operations	15 pts	15 Questions
	Module 2 Quiz: Financial Management, Procurement, and Vended Meal Contracts	12 pts	12 Questions
	Module 3 Quiz: Eligibility Camp Sites	12 pts	12 Questions
	Module 3 Quiz: Eligibility Closed Enrolled Sites	11 pts	11 Questions
	Module 3 Quiz: Eligibility Open Sites	12 pts	12 Questions
	Module 4 Quiz: Types of Meal Service and Meal Counting	13 pts	13 Questions
	Module 5 Quiz: Meal Claim Submission	11 pts	11 Questions
	Module 6 Quiz: Menu Planning	12 pts	12 Questions
	Module 7 Quiz: Food Safety and Sanitation	16 pts	16 Questions
Surveys	Survey	7 pts	7 Questions

8. 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 two to three business days to receive your certificate.