

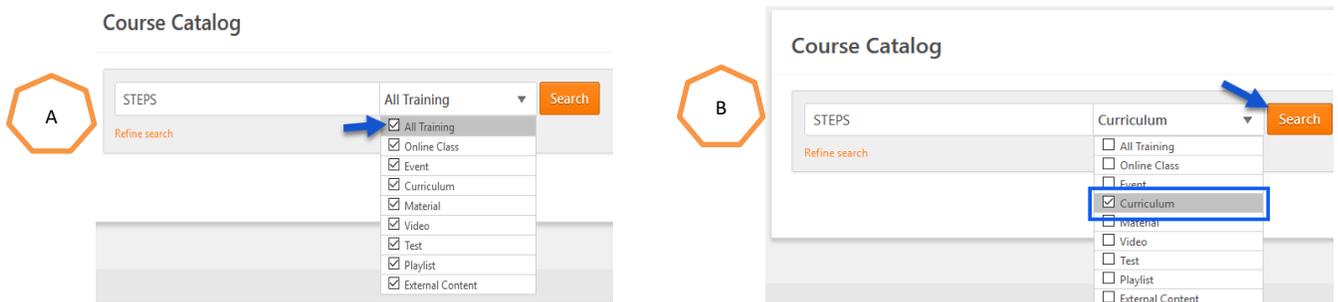
## How to Search for and Enroll in STEPS Training

### Searching for STEPS Trainings

1. From the Home screen, hover over the **Learning** menu and select **Search LAUSD Catalog** or click the **Search** tile.



2. In the **Search** box enter STEPS, click on the drop-down arrow and uncheck All Training. Then check Curriculum and click **Search**.



3. In the search results, click on the desired STEPS training title.

<input checked="" type="checkbox"/>		<b>STEPS 101   Employee Duties During an Emergency</b>	Division of District Operations: Emergency Services	3.0	English (US)	6/24/2019	7/11/2019	<input type="button" value="v"/>
<input checked="" type="checkbox"/>		<b>STEPS 102   Basic Emergency Preparedness for Home</b>	Division of District Operations: Emergency Services	3.0	English (US)	6/24/2019	7/11/2019	<input type="button" value="v"/>

## Enrolling in STEPS Training:

1. In the **Learning Details** screen, select **Request**.

Learning Details

Curriculum

### STEPS 102 | Basic Emergency Preparedness for Home

VERSION	PROVIDER	DURATION
3.0	Division of District Operations: Emergency Services	30 minutes

**Description**

This course will show you what supplies and plans you need at home to be prepared for emergencies.

Objectives: To prepare employees for emergencies that impact their homes and personal lives.

Participants must use a [desktop or laptop](#) with current versions of [Firefox](#) AND [Flash](#) installed and updated. For assistance with these requirements, contact the [ITD Helpdesk](#).

**Request**

**Assign**

2. This will take you to your **Transcript**. Click the **Open Curriculum** button for the course.

### Welcome to your Transcript

Here you can manage all of your Not Started, In Progress, or Completed learning. Visit our [Support Center](#) to learn more.

Look for training in the **Archived** view after 90 days.

The **Active** button allows you to view Not Started or In Progress learning. Change to **Completed** to view your Completed learning and print certificates of completion.

Active ▾ By Date Added ▾ All Types ▾

Search for training

Search Results (30)

**STEPS 102 | Basic Emergency Preparedness for Home**  
Due: No Due Date Status: Registered

**Open Curriculum** ▾

3. Click the **Activate** button for the Pre-Test.

### STEPS 102 | Basic Emergency Preparedness for Home

Options ▾

CURRICULUM PROGRESS: 0%

This course will show you what supplies and plans you need at home to be prepared for emergencies.

Objectives: To prepare employees for emergencies that impact their homes and personal lives.

Participants must use a [desktop or laptop](#) with current versions of [Firefox](#) AND [Flash](#) installed and updated. For assistance with these requirements, contact the [ITD Helpdesk](#).

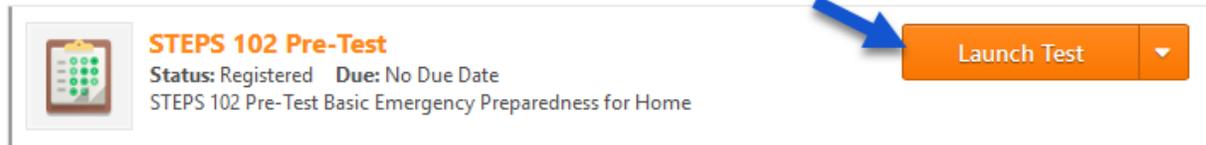
**Questions?**

- For training content, contact Jill Barnes, Executive Emergency Strategist at [jill.barnes@lausd.net](mailto:jill.barnes@lausd.net)
- For MyPLN access, accounts, or transcripts [click here](#).
- For installing, updating or configuring software on your computer [contact the ITD Helpdesk](#).

**STEPS 102 Pre-Test**  
Status: Not Activated Due: No Due Date  
STEPS 102 Pre-Test Basic Emergency Preparedness for Home

**Activate** ▾

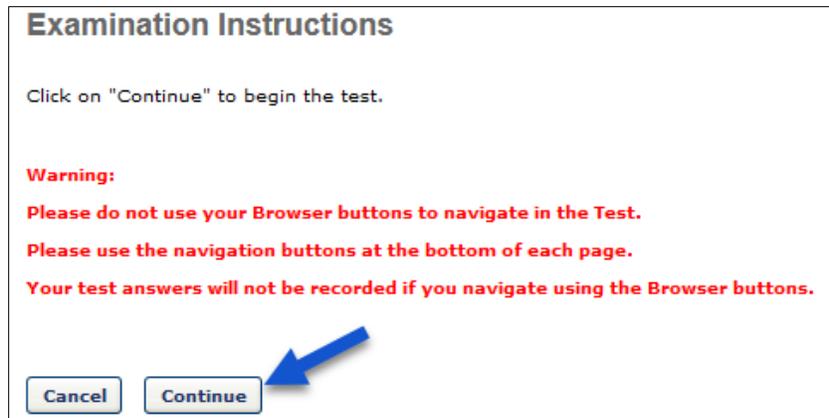
4. Click the **Launch Test** button.



**STEPS 102 Pre-Test**  
Status: Registered Due: No Due Date  
STEPS 102 Pre-Test Basic Emergency Preparedness for Home

Launch Test

5. Click the **Continue** button.



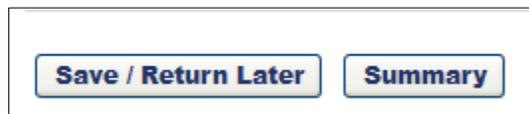
**Examination Instructions**

Click on "Continue" to begin the test.

**Warning:**  
Please do not use your Browser buttons to navigate in the Test.  
Please use the navigation buttons at the bottom of each page.  
Your test answers will not be recorded if you navigate using the Browser buttons.

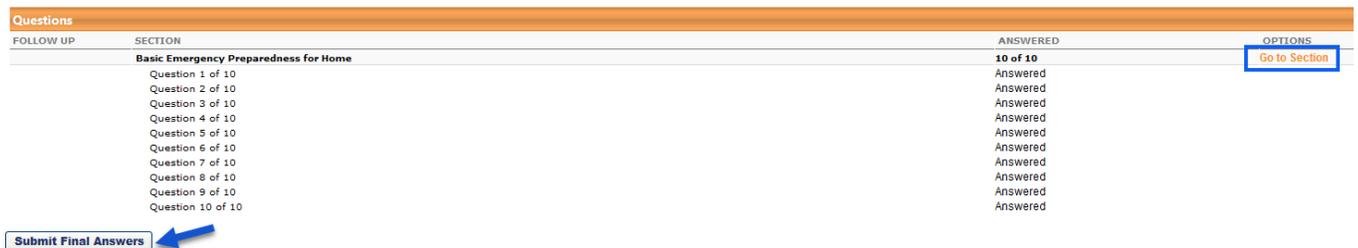
Cancel Continue

6. Answer the questions and click the **Summary** button to review your entries. If you need to return later, click the **Save/Return Later** button.



Save / Return Later Summary

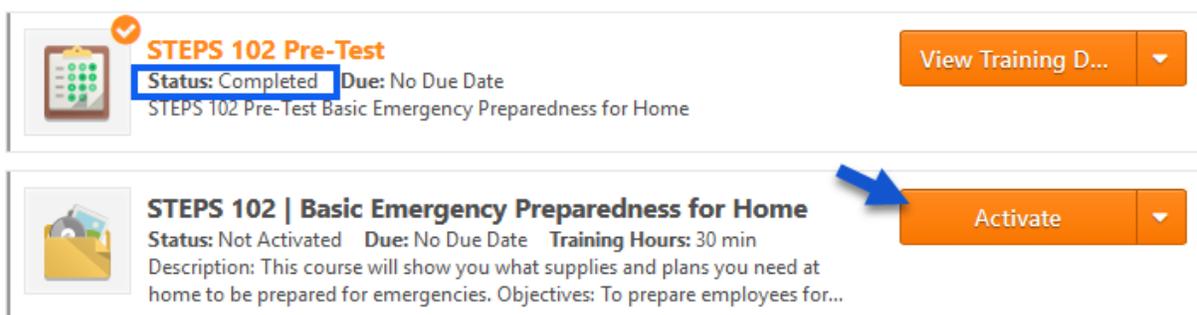
7. If you need to review any questions, click the **Go to Section** link. Once complete, click the **Submit Final Answers** button.



FOLLOW UP	SECTION	ANSWERED	OPTIONS
	Basic Emergency Preparedness for Home	10 of 10	Go to Section
	Question 1 of 10	Answered	
	Question 2 of 10	Answered	
	Question 3 of 10	Answered	
	Question 4 of 10	Answered	
	Question 5 of 10	Answered	
	Question 6 of 10	Answered	
	Question 7 of 10	Answered	
	Question 8 of 10	Answered	
	Question 9 of 10	Answered	
	Question 10 of 10	Answered	

Submit Final Answers

8. The Pre-Test will now display Status: Completed. Click the **Activate** button for the next item.



**STEPS 102 Pre-Test**  
Status: Completed Due: No Due Date  
STEPS 102 Pre-Test Basic Emergency Preparedness for Home

View Training D...

**STEPS 102 | Basic Emergency Preparedness for Home**  
Status: Not Activated Due: No Due Date Training Hours: 30 min  
Description: This course will show you what supplies and plans you need at home to be prepared for emergencies. Objectives: To prepare employees for...

Activate

9. After viewing the item, click the **Mark Complete** button.

 **STEPS 102 | Basic Emergency Preparedness for Home**  
Status: In Progress Due: No Due Date Training Hours: 30 min  
Description: This course will show you what supplies and plans you need at home to be prepared for emergencies. Objectives: To prepare employees for...

**Mark Complete** ▾

10. Click the **Activate** button for the Post-Test and follow steps # 4 – 7 above to complete the test.

 **STEPS 102 | Basic Emergency Preparedness for Home**  
Status: Completed Due: No Due Date Training Hours: 30 min  
Description: This course will show you what supplies and plans you need at home to be prepared for emergencies. Objectives: To prepare employees for...

**Launch** ▾

 **STEPS 102 Post-Test**  
Status: Not Activated Due: No Due Date  
STEPS 102 Post-Test Basic Emergency Preparedness for Home

**Activate** ▾

11. If needed, click the **Retake** button for the test.

 **STEPS 102 Pre-Test**  
Status: Completed Due: No Due Date  
STEPS 102 Pre-Test Basic Emergency Preparedness for Home

**View Training D...** ▾

 **STEPS 102 | Basic Emergency Preparedness for Home**  
Status: Completed Due: No Due Date Training Hours: 30 min  
Description: This course will show you what supplies and plans you need at home to be prepared for emergencies. Objectives: To prepare employees for...

**Launch** ▾

 **STEPS 102 Post-Test**  
Status: Failed Due: No Due Date  
STEPS 102 Post-Test Basic Emergency Preparedness for Home

**Retake** ▾

12. Once you receive a passing score, click **Done**.

Test Results - ADMIN Janis	
Questions on Test:	10
Questions Correct:	10
Questions Incorrect:	0
Percent Correct:	100%
Passing Score:	100%
Pass/Fail:	Passed
Review Test:	<a href="#">Review</a>

Scores By Section	
Basic Emergency Preparedness for Home:	100% (10 Out Of 10)
<b>Overall Score:</b>	<b>100% (10 Out Of 10)</b>

**Print** **Done**

13. Once you pass the Post-Test, your Curriculum Progress will be at 100%. Click **Evaluate** to complete the post-training evaluation

The screenshot shows a web interface for the course 'STEPS 102 | Basic Emergency Preparedness for Home'. On the left, a circular progress indicator shows '100%' with the text 'CURRICULUM PROGRESS' below it. The main content area has a header with the course title and an 'Options' dropdown. Below the header, there is introductory text about the course objectives and requirements. A 'Questions?' section lists contact information for Jill Barnes and the ITD Helpdesk. A list of course items follows, each with a status icon (a checkmark in a circle) and a button. The items are: 'STEPS 102 Pre-Test' (Status: Completed, Due: No Due Date, View Training D...), 'STEPS 102 | Basic Emergency Preparedness for Home' (Status: Completed, Due: No Due Date, Training Hours: 30 min, Launch), and 'STEPS 102 Post-Test' (Status: Completed, Due: No Due Date, Evaluate). A blue arrow points to the 'Evaluate' button for the post-test.

14. Click the **Continue** button.

The screenshot shows an evaluation form titled 'Evaluation - STEPS 102 Post-Test'. The text reads: 'Please answer the following questions regarding the STEPS training. Your responses will be confidential and will be used to improve future professional development offerings.' At the bottom, there are two buttons: 'Cancel' and 'Continue'. A blue arrow points to the 'Continue' button.

15. Answer the questions and click the **Submit Final Answers** button. You have now completed the training.