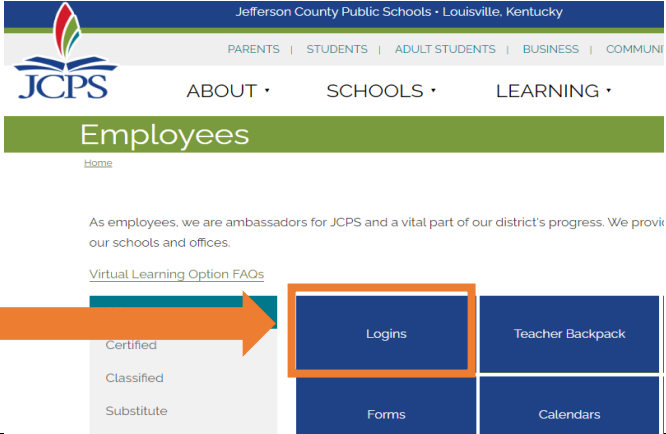
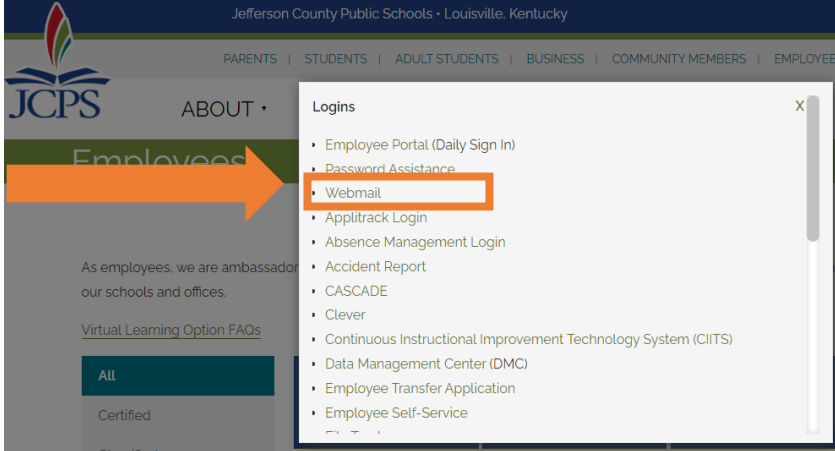
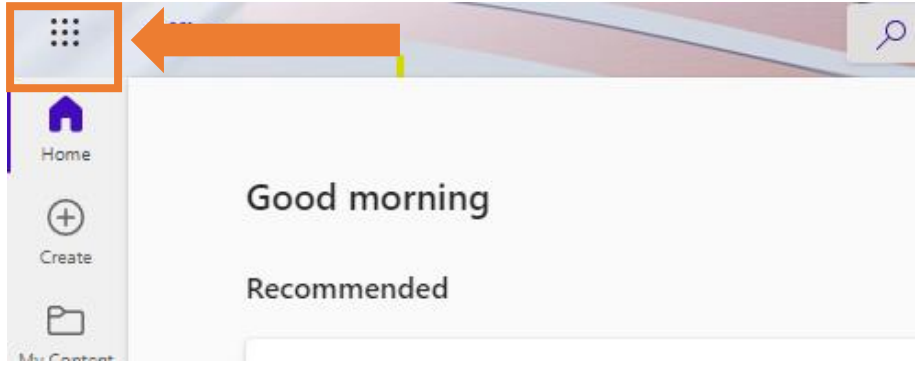
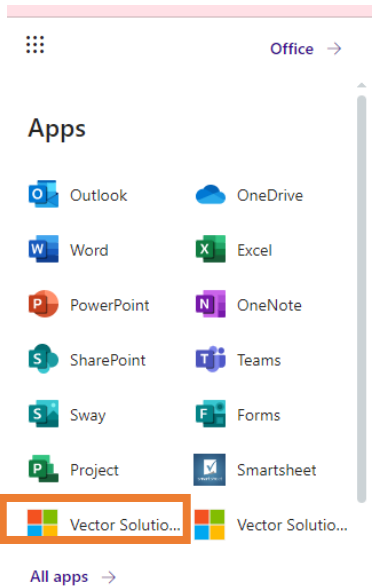


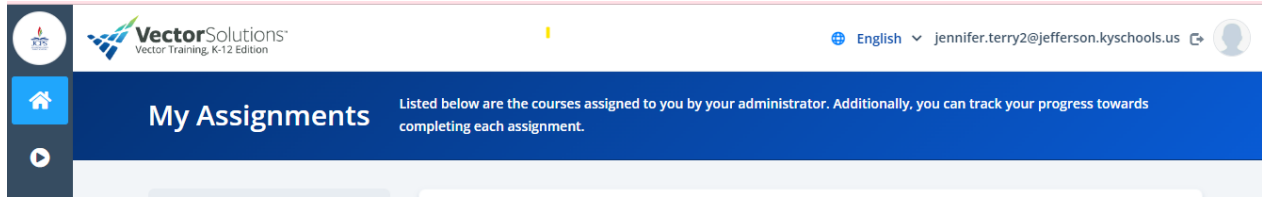
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Step 1	Go to: https://www.jefferson.kyschools.us/employees
Step 2	<p>Click Logins.</p>  <p>The screenshot shows the Jefferson County Public Schools website. The header includes the JCPD logo and navigation links for PARENTS, STUDENTS, ADULT STUDENTS, BUSINESS, and COMMUNITY. Below the header is a green bar with the word 'Employees'. Underneath, there is a section for 'Virtual Learning Option FAQs' and a grid of buttons: 'Certified', 'Classified', 'Substitute', 'Logins', 'Teacher Backpack', 'Forms', and 'Calendars'. The 'Logins' button is highlighted with an orange border, and an orange arrow points to it from the left.</p>
Step 3	<p>Click Webmail</p>  <p>The screenshot shows the same website as in Step 2, but with the 'Logins' dropdown menu open. The menu lists several options: Employee Portal (Daily Sign In), Password Assistance, Webmail, Applitrack Login, Absence Management Login, Accident Report, CASCADE, Clever, Continuous Instructional Improvement Technology System (CIITS), Data Management Center (DMC), Employee Transfer Application, and Employee Self-Service. The 'Webmail' option is highlighted with an orange box, and an orange arrow points to it from the left.</p>


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<p>Step 4</p>	<p>Click the Waffle</p>  <p>The screenshot shows the Microsoft 365 home page. On the left side, there is a vertical navigation bar with icons for Home, Create, and My Content. The main area displays a 'Good morning' greeting and a 'Recommended' section. The Waffle icon (a 3x3 grid of dots) is highlighted with an orange box, and an orange arrow points to it from the right.</p>
<p>Step 5</p>	<p>Click Vector Solutions - Training</p>  <p>The screenshot shows the Microsoft 365 app launcher. At the top, there is a search bar with the text 'Office' and a right-pointing arrow. Below the search bar, the word 'Apps' is displayed. A list of application tiles is shown, including Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, Forms, Project, and Smartsheet. The 'Vector Solutions - Training' tile is highlighted with an orange box, and an orange arrow points to it from the left.</p>

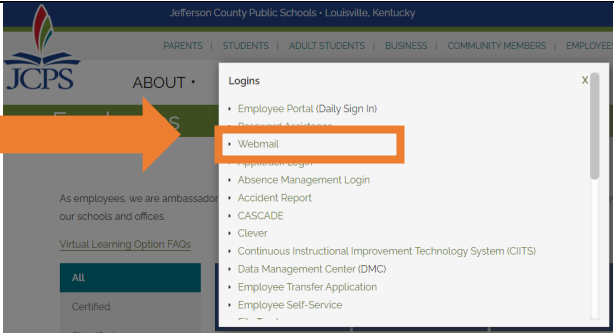
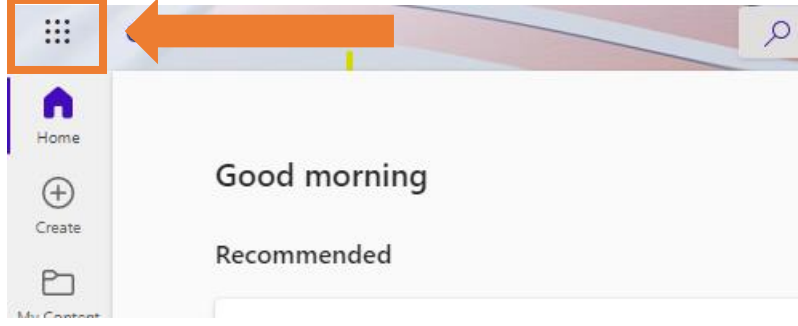
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<p>Step 6</p>	<p>Look for the correct course on My Assignments page</p> 
<p>Step 7</p>	<p>Click on the course to launch</p>


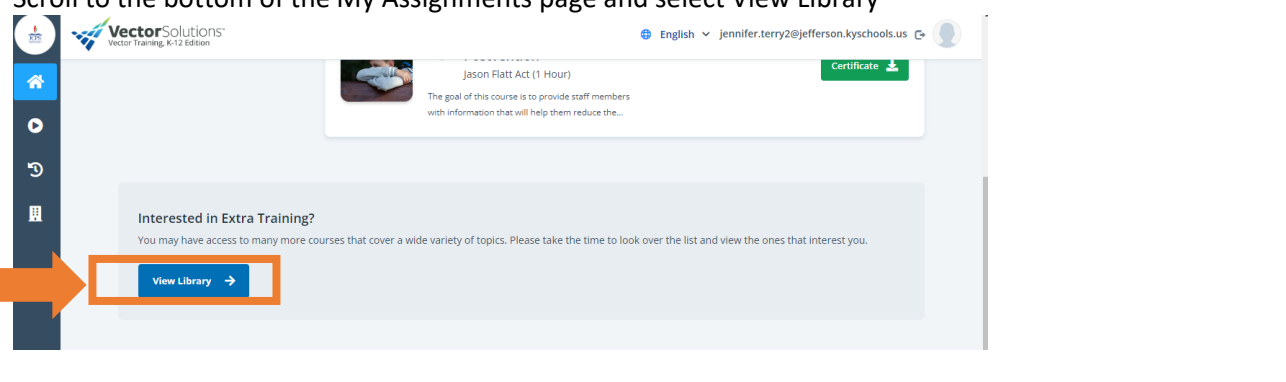
OR

<p>Step 1</p>	<p>Go to: https://www.jefferson.kyschools.us/employees</p>
<p>Step 2</p>	<p>Click Logins.</p> 
<p>Step 3</p>	<p>Click Webmail</p>

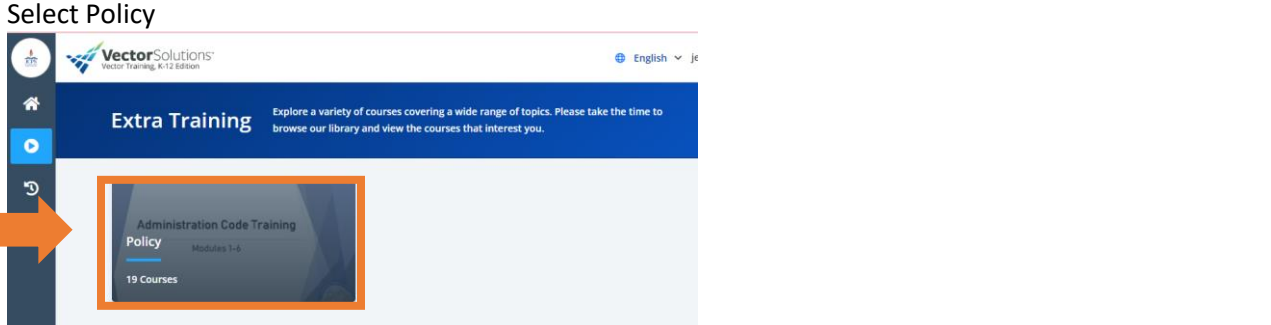
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	 <p>The screenshot shows the Jefferson County Public Schools website. A dropdown menu titled 'Logins' is open, listing various services. The 'Webmail' option is highlighted with an orange box. An orange arrow points from the left towards the dropdown menu.</p> <ul style="list-style-type: none">Employee Portal (Daily Sign In)WebmailAbsence Management LoginAccident ReportCASCADECleverContinuous Instructional Improvement Technology System (CIITS)Data Management Center (DMC)Employee Transfer ApplicationEmployee Self-Service
<p>Step 4</p>	<p>Click the Waffle</p>  <p>The screenshot shows a web application interface. A 'Waffle' menu icon (a 3x3 grid of dots) is highlighted with an orange box. An orange arrow points from the right towards the icon. Below the icon is a sidebar with 'Home', 'Create', and 'My Content' options. The main content area displays 'Good morning' and 'Recommended'.</p>

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<p>Step 5</p>	<p>Click Vector Solutions - Training</p>  <p>The screenshot shows the Microsoft Office app launcher interface. At the top, there is a search bar with the text "Office" and a right-pointing arrow. Below the search bar, the word "Apps" is displayed. A list of application icons is shown, including Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, Forms, Project, and Smartsheet. At the bottom of the list, the "Vector Solutions" app icon is highlighted with an orange rectangular box. An orange arrow points from the left side of the page towards this box. Below the app list, there is a link that says "All apps" with a right-pointing arrow.</p>
<p>Step 6</p>	<p>Scroll to the bottom of the My Assignments page and select View Library</p>  <p>The screenshot shows the Vector Solutions training page. At the top left, there is a logo for "Vector Solutions" with the text "Vector Training, K-12 Edition". To the right of the logo, there is a language dropdown menu set to "English" and a user profile icon for "jennifer.terry2@jefferson.kyschools.us". Below the header, there is a card for a course titled "Jason Platt Act (1 Hour)" with a "Certificate" button. Below this card, there is a section titled "Interested in Extra Training?" with the text "You may have access to many more courses that cover a wide variety of topics. Please take the time to look over the list and view the ones that interest you." At the bottom of this section, there is a blue button labeled "View Library" with a right-pointing arrow. An orange arrow points from the left side of the page towards this button.</p>

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<p>Step 7</p>	<p>Select Policy</p> 
<p>Step 8</p>	<p>Scroll to find JCPS The Art & Science of Evaluation (Certified & Classified) and JCPS The Art & Science of Evaluation (Classified Evaluations Only) – click the correct course</p> 