



THE SCHOOL DISTRICT OF PHILADELPHIA

Office of Teaching and Learning

If your team is interested in using the District's learning management system as a place for employees to engage in online learning, please use the guidelines below to prepare in advance of your meeting with the Office of Teaching and Learning.

Content compatibility

Content must be in SCORM or AICC format in order for it to be uploaded. If your online learning content has not already been purchased through Safe Schools, check with the content developer to ensure it meets these specifications. If it does not, we cannot upload it.

Content delivery considerations

- Identify who needs to complete the online content. Be as specific as possible. Note that all teachers are labeled using the same position code, so we cannot tell the difference between math teachers vs. science teachers or 4th grade teachers vs. 11th grade teachers.
- Identify how frequently the content needs to be completed. Is this a one-time course or is it recurring?
- How long do you want users to have in order to complete it?
- If this is a recurring training, do you want users to complete it at specific time of the year?

Content completion considerations

- Is this a condition of employment? If yes, make sure you have approval from both Labor Relations and General Counsel.
- Is this content mandated by the district or state or is it recommended by the district or state?
- What happens if someone doesn't complete this? (e.g. what does accountability look like?)
- Who is responsible for holding users accountable for completing this? If this is a condition of employment, you need to speak with someone in Employee Records.

Content audience considerations

- Are represented (PFT, CASA, etc.) employees a part of the group of users who need to complete this? If yes, it is important that you speak with Labor Relations and union leadership to make them aware.
- If the course is a condition of employment and represented employees must complete it, time must be provided during the work day for it to be done. Make sure you know how long the training is and speak with someone in the Office of Teaching and Learning regarding when time can be reasonably set aside for represented employees to complete it.

Other considerations

- Who is the programmatic point of contact? This is the person who has expertise in the subject matter and/or policy connected to the content.
- Who is the accountability point of contact? This is the person who is responsible for tracking completion using reports from the learning management system and then following up with users who have not completed it.

Next steps

- Once you have read through this document and are ready to meet with a representative from the Office of Teaching and Learning, please fill out the following survey:

<https://forms.gle/XXyZ5hkB579k75wX8>