6/1/12

Online F&R Training

Everyone,

Just a few extra notes on the online F&R training:

* It turns out that you can print out the individual screens of the test. So, at the end, you can “Review” your answers and print out the screens—but more importantly, we would highly recommend that you print out the last page that gives you your results/score.
* At the end of the test, as mentioned, you will want to hit “Email,” which sends me a communication that you passed the test. I will respond to you via email within 48 business hours confirming I received your notice of completion. If you do not hear from me by then, you will want to email/fax me a copy of your results/score page (be sure to write your name & district on it). This will be a good back-up plan in case email does not cooperate.
* There is no audio on the training—just slides and notes.

Have a great weekend!

Jennifer Otey

Consultant

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**From:** Otey, Jennifer
**Sent:** Friday, June 01, 2012 8:24 AM
**To:**
**Subject:** F&R Online Training
**Importance:** High

Dear F&R Contacts and Individuals Who Completed the F&R Training in 2011,

(Please note: You are receiving this email even if you already signed up for the regional trainings. Don’t worry; if you signed up, you are still registered. This email is just an FYI.)

On 5/18/12, we sent out information on the regional trainings, and we would now like to announce that the online training is available. Up to two staff per district can attend the regional trainings, and up to three can take the online training. At least one person from each district must either attend the F&R training in person or complete the online training. The online training is this year available even to new staff who have not before completed the F&R training. The F&R online training can be accessed at <http://www.cde.state.co.us/cdenutritran/nutricalendar.htm>. Please be certain to read through all of the materials on this page. Then, click on the Articulate Presentation link, which will take you to the PowerPoint and test, which is at the end of the slides. The test is open book and is untimed; it can be taken multiple times until the passing score of 80% is obtained. *At the end of the test, you must click on EMAIL, in order for us to collect your results.* (A screen will also pop up asking if you would like to allow it to publish (i.e., send) your email; click yes.) You do not need to send in a training agreement, and no login code is necessary; we will know you completed the test by your completion of the last question, which will ask for your name, district, and email. We will not be able to see your individual answers to questions (and the test does not provide you with the option to print your answers), but we will provide all of the questions and answers once everyone has completed the training. The online training must be completed by Friday 3 August. Please contact Jennifer Otey or Lindsay Hucknall if you have any questions.

Thank you,

Jennifer Otey

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