

FOR MORE INFORMATION, PLEASE VISIT US AT collierschools.com/newteacher or e-mail us at ProfessionalLearning@collierschools.com
THIS FORM IS REQUIRED FOR ALL INSTRUCTIONAL & LICENSED SCHOOL STAFF HIRED THROUGHOUT THE 2020-21 SCHOOL YEAR; REGARDLESS OF CERTIFICATION STATUS.



- If you were hired between June 1st and August 5th, all five (5) courses must be completed and form submitted by August 13, 2020 (your first day of contract).
- If you were hired on or after August 6th, all five (5) courses must be completed and form submitted within two weeks of your official hire date (not to exceed May 1, 2021).

EMPLOYEE INFORMATION

Employee Legal Name _____ FIRST NAME LAST NAME		Employee EID Number _____ EMPLOYEE IDENTIFICATION NUMBER
School/Location _____ LOCATION NAME	Job Title _____ SPECIFIC JOB TITLE	Work Calendar _____ DAYS WORKED IN SY (198 or 196)

CANVAS TRAININGS

Training Title	Source	Link	Approx. Length of Training	Completion Date
<input type="checkbox"/> Canvas Basics for Collier Teachers	CCPS/Canvas		6 Hours	___/___/___
<input type="checkbox"/> Utilizing Canvas for eLearning	CCPS/Canvas		2 Hours	___/___/___
<input type="checkbox"/> Surface Books Canvas Course	CCPS/Canvas		1 Hour	___/___/___
<input type="checkbox"/> Document Camera Canvas Course <i>more information coming on August 13th</i>	CCPS/Canvas		1 Hour + Follow-Up Task	___/___/___
<input type="checkbox"/> Office365 Essentials Canvas Course (OneDrive, Teams)	CCPS/Canvas		2 Hours	___/___/___

Once all five (5) courses are successfully completed, new teachers will be paid for two days (15.0 Hours) at their daily rate.

SIGNATURES

EMPLOYEE	DISTRICT MENTOR	SCHOOL-BASED MENTOR	PRINCIPAL
_____ EMPLOYEE PRINTED NAME	_____ DISTRICT MENTOR PRINTED NAME	_____ SCHOOL MENTOR PRINTED NAME	_____ PRINCIPAL PRINTED NAME
_____ EMPLOYEE SIGNATURE	_____ DISTRICT MENTOR SIGNATURE	_____ SCHOOL MENTOR SIGNATURE	_____ PRINCIPAL SIGNATURE


**PLEASE COMPLETE AND SUBMIT THIS FORM AND ALL CERTIFICATES TOGETHER
BY THE DUE DATE LISTED ABOVE,
VIA E-MAIL TO CLARISSA LANGSTON AT ProfessionalLearning@collierschools.com**



canvas

BY INSTRUCTURE

HOW TO LOG IN TO CANVAS

1 If you are on a computer/laptop connected to the District network:
Click on the  Canvas icon on the desktop

If you are using a device NOT connected to the District network:

Visit canvas.collierschools.com

2 Sign in using your District email and password

CANVAS SUPPORT

Contact the Canvas District Team

 canvas@collierschools.com

 377-4360

GETTING STARTED WITH CANVAS IN 10 STEPS

Full graphic with detailed directions for each step can be found at www.collierschools.com/newteacher

