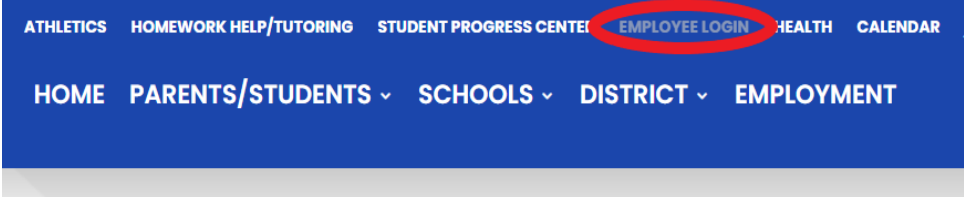
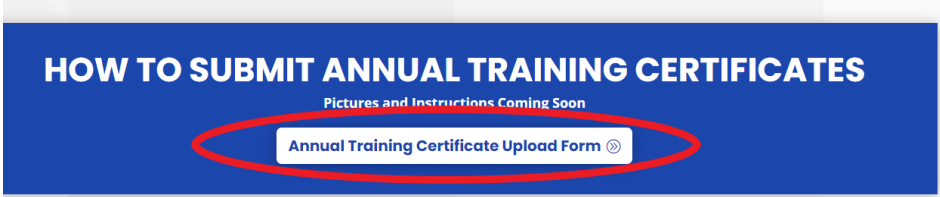
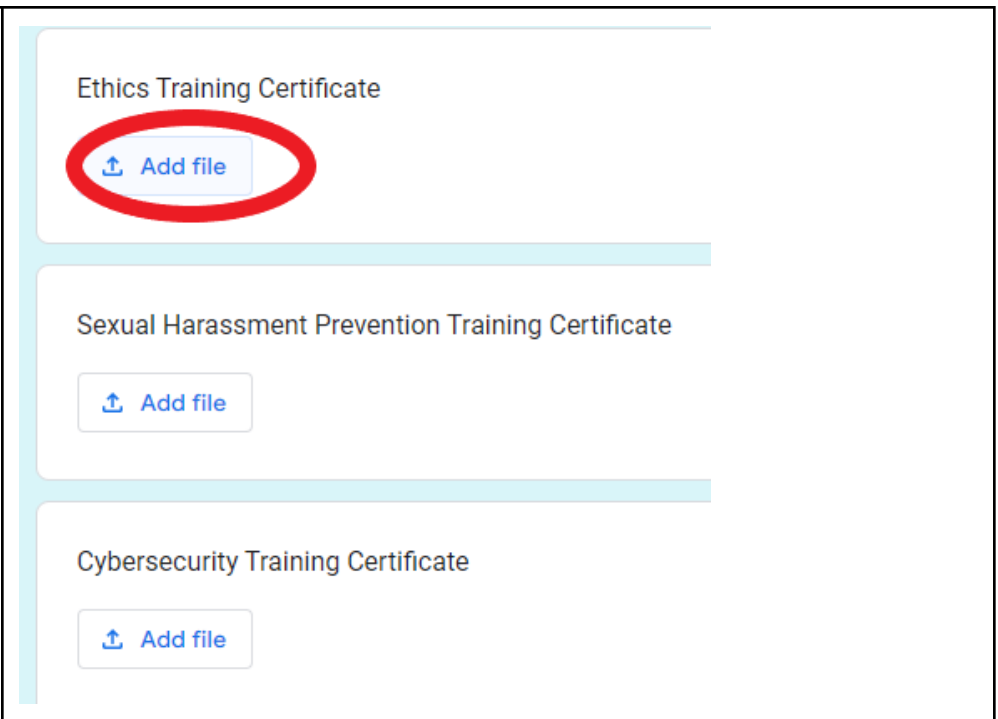


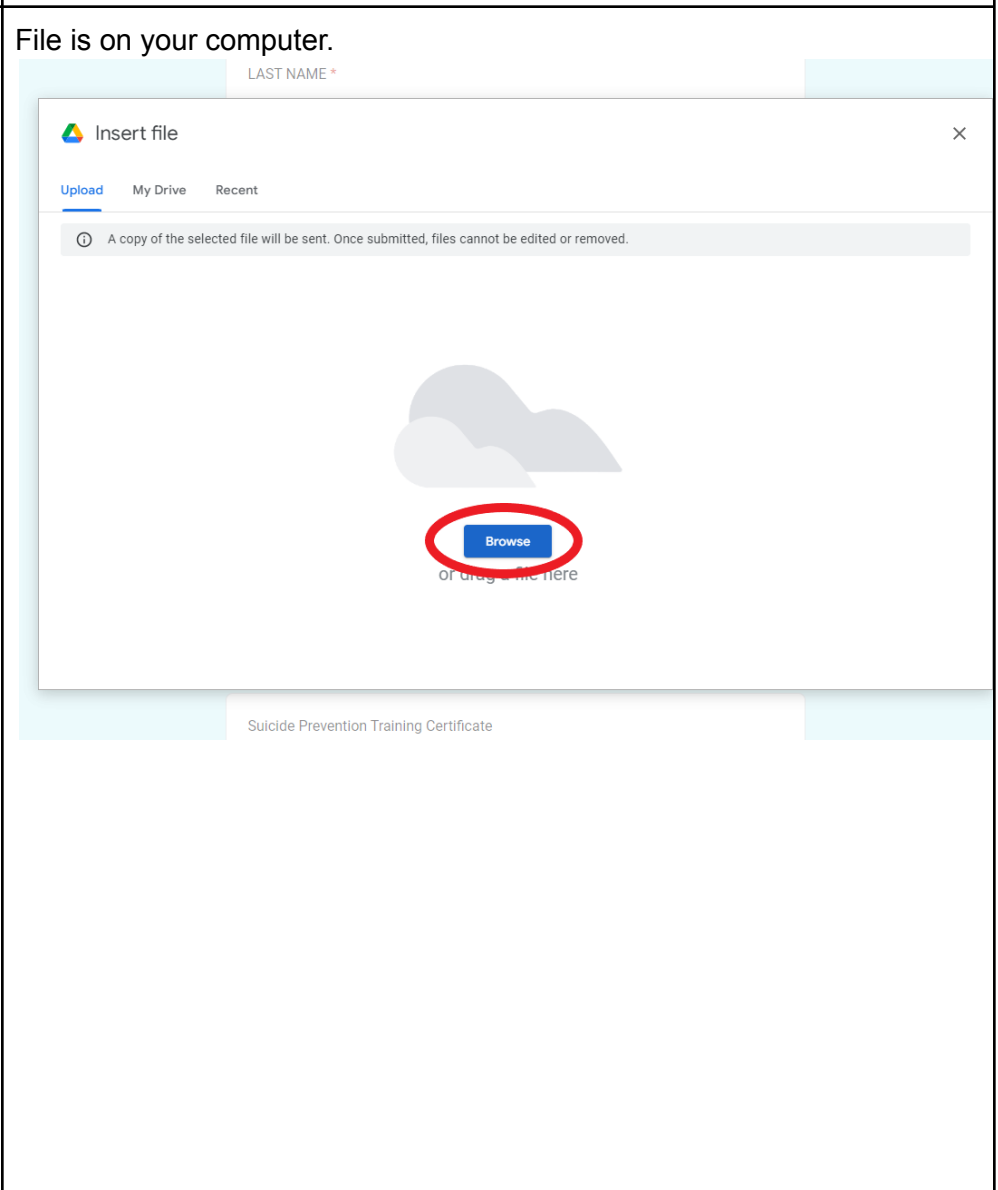
How-To: Submit Training Certificates to The Google Form

<ol style="list-style-type: none"> Complete the training according to the instructions found in the annual training email or on the district website under “Employee Login” and “Staff Training” Save your certification of completion, with your name in the title, either on your computer or in your Google Drive. 	
<ol style="list-style-type: none"> Make sure you are signed into your rrbulldogs.com email before opening the Google Form. This form will not work on a personal email. 	
<ol style="list-style-type: none"> Open the Google Form titled, “2023-2024 Annual Training Certificate Upload Form” It is located under the training module on the “Employee Login” page. Scroll down under the training module. The Form: https://forms.gle/TUY28bDGB9oHCuxr7 	<p>to report Ethics violations please refer to Louisiana Board of Ethics Procedures. More information about the Code of Governmental Ethics can be found at the Louisiana Ethics Administration Program website.</p> <p>If Red River Parish School Board employees are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to LA R.S.42:1170A. Failure to comply carries fines up to \$10,000 for the individual employee. As a public agency, Red River Parish School System is required to provide to the Louisiana Ethics Administration a complete list of our employees including all classifications (full time, part time, substitutes, contracted workers, student workers, etc.) along with documentation of their having completed annual ethics training.</p> <p>Once you have completed the training(s), Download your certificate and upload it to the Google Form that is listed under this training module (Scroll down the page).</p> <p>Please remember to complete your training as early in the school year as possible and give your certificate to your supervisor/principal for upload. Remember also to complete your “Ethics Training & Compliance Form”.</p> <p>If you have any questions or problems with the online training system, please refer to our Ethics Training Instructions</p> <p style="text-align: center;">Click Here To Access The Training Website</p> <p>Resources RPSB Ethics Policy Louisiana Board of Ethics Procedures LA R.S.42:1170A Louisiana Ethics Administration Program website</p> 
<ol style="list-style-type: none"> Check the box that says record your email. Make sure it is your correct rrbulldogs.com email. 	
<ol style="list-style-type: none"> Enter your first and last name in the corresponding boxes. 	

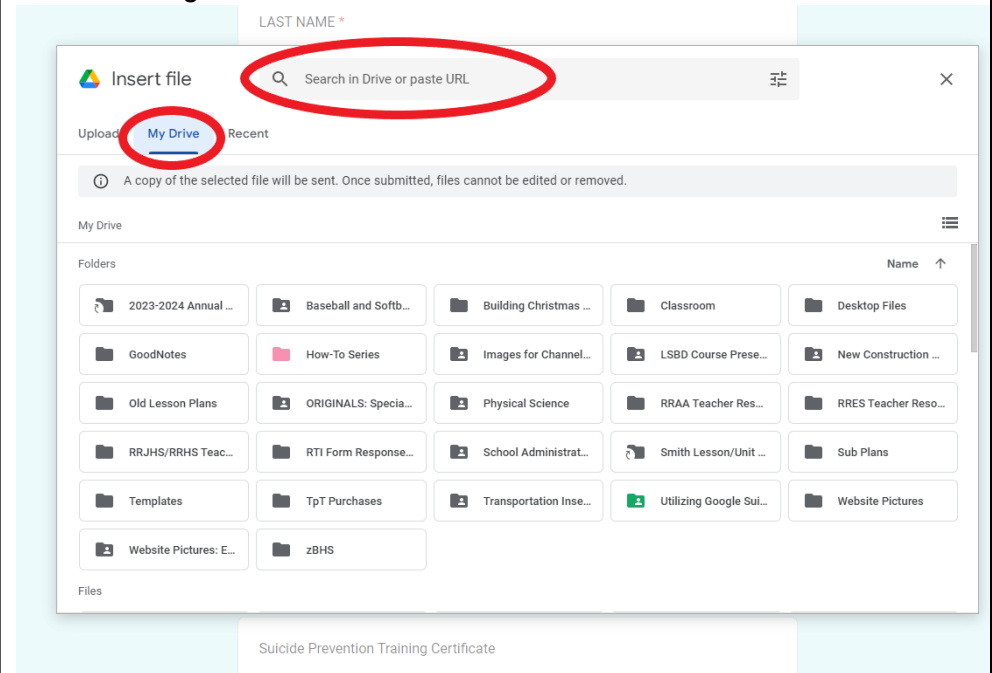
7. Find the section that refers to the certificate you need to upload. This image uses the “Ethic Training” as an example.
8. Click on the “Add File” button.



9. There are two locations that files can be uploaded from. This depends on where you saved your document. On your computer or in Google Drive.
 - a. If your file is in Google Drive, please use the search bar to find your certificate.



File is in Google Drive.



10. Select your file and hit the "Insert" or "Open" button to upload your document.

11. Repeat steps 7-10 to upload all of your certificates.
12. Hit the submit button at the bottom.

The screenshot shows a Google Form with two sections for uploading certificates. The first section is titled 'Mandatory Reporter Training Certificate' and has an 'Add file' button. The second section is titled 'Homeless Education Training Certificate' and also has an 'Add file' button. At the bottom of the form, there is a blue 'Submit' button, which is circled in red, and a 'Clear form' link. Below the 'Submit' button, there is a note: 'Never submit passwords through Google Forms.' At the very bottom, it says 'This form was created inside of Red River Parish Public Schools. [Report Abuse](#)' and the 'Google Forms' logo.

If you choose to upload your certificates one at a time, after you complete each training, this next section will cover those instructions.

1. Complete steps 1-10 from the previous section. Uploading documents is the same process.

2. Hit the "Submit" button after you have uploaded the correct document.

3. When you reopen the form, after another training, the form will say, "Your response has been recorded" "You can fill out this form only once"

4. Select the "Edit your response".

a. At this point, do not delete or remove anything, just attach the additional certificates.

You've already responded

Your response has been recorded

You can fill out this form only once.

Try contacting the owner of the form if you think this is a mistake.

[Edit your response](#)

This form was created inside of Red River Parish Public Schools. [Report Abuse](#)

Google Forms

2023-2024 Annual Training Certificate Upload Form

Your response has been recorded

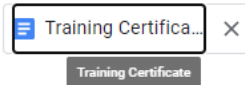
[Edit your response](#)

This form was created inside of Red River Parish Public Schools. [Report Abuse](#)

Google Forms

5. Upload the additional certificate.

Ethics Training Certificate



Sexual Harassment Prevention Training Certificate

[Add file](#)

5. Select the "Submit" button

Mandatory Reporter Training Certificate

[Add file](#)

Homeless Education Training Certificate

[Add file](#)

Submit [Clear form](#)

Never submit passwords through Google Forms.

This form was created inside of Red River Parish Public Schools. [Report Abuse](#)

Google Forms

The image shows a Google Form interface with a light blue background. It contains two file upload sections. The first section is titled "Mandatory Reporter Training Certificate" and has an "Add file" button. The second section is titled "Homeless Education Training Certificate" and also has an "Add file" button. Below these sections, there is a "Submit" button, which is circled in red, and a "Clear form" link. At the bottom of the form, there is a warning: "Never submit passwords through Google Forms." and a footer: "This form was created inside of Red River Parish Public Schools. Report Abuse" with a link. The Google Forms logo is at the very bottom.