



south dakota  
DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

Child and Adult Nutrition Services

# **PROFESSIONAL LEARNING PLATFORM GUIDE**



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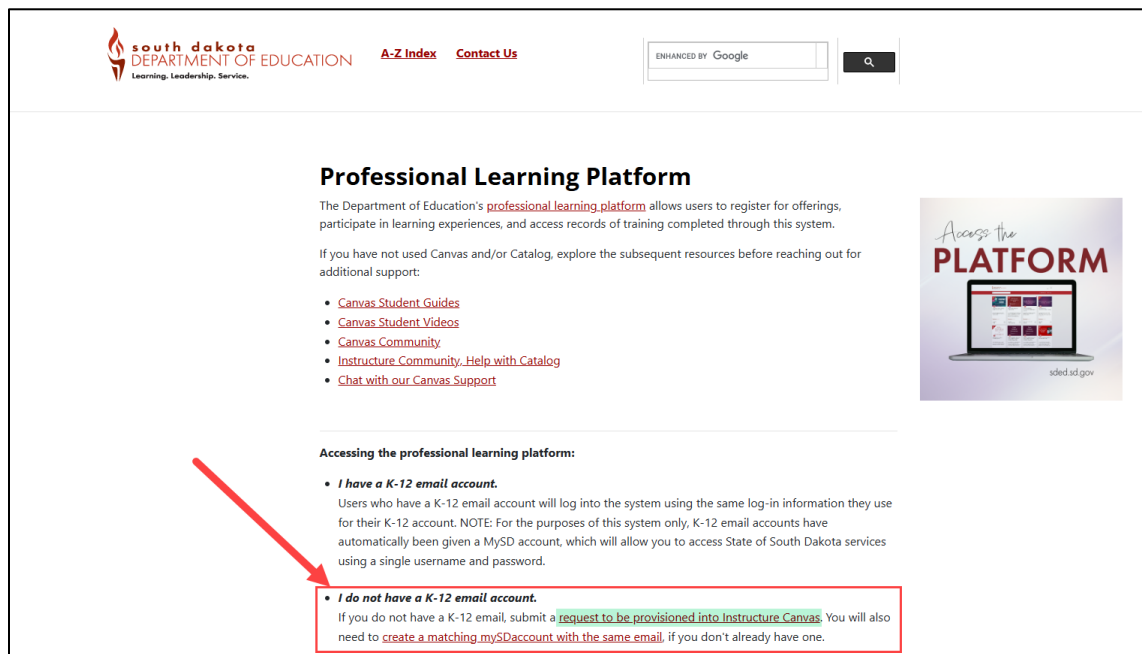
# Section 1 - Gaining access to the system

**Only non K12 users** need to complete the steps in this section.

## Provisioning Process for an Individual

You will be automatically provisioned into the system within one hour. A notification email will **not** be sent.

1. Go to [doe.sd.gov/sded/index](https://doe.sd.gov/sded/index)
2. Find the **I do not have a K12 email account** section.  
Click on **request to be provisioned into Instructure Canvas**. This opens the **New User Signup – Non-K12** form.

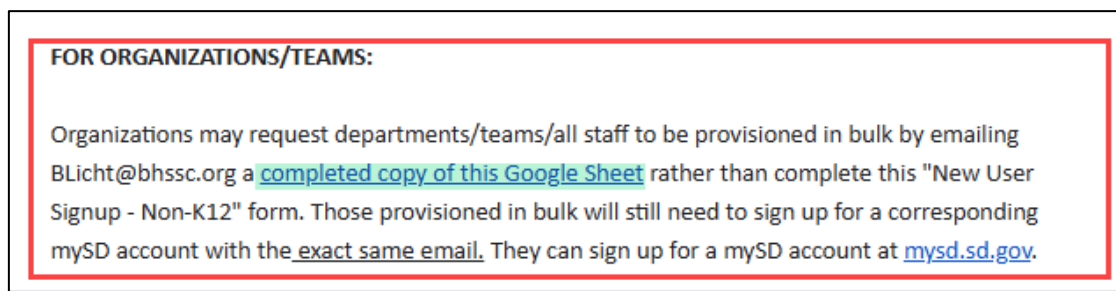


3. Scroll down and fill out the form with your information (or the information of the person you're submitting for).
4. Click **Submit**.

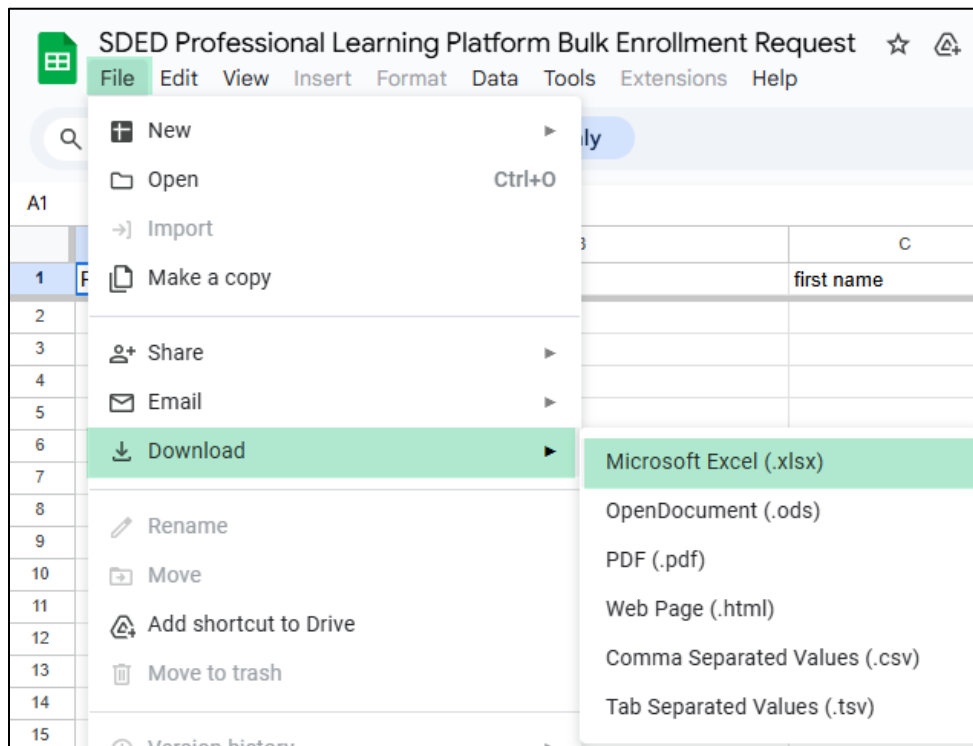
## Provisioning Process for Multiple People

You will be automatically provisioned into the system within one hour. A notification email will **not** be sent.

1. Follow steps 1-2 above.
2. In the **For Organizations/Teams** section, click the link labeled **completed copy of this Google Sheet**.



- Download the Google Sheet: Go to **File>Download>Microsoft Excel (.xlsx)**.



- Fill in the sheet with complete information for each person requesting access.

Role/Title	Email Address	first name	last name
Food Service Director	<a href="mailto:YourEmail@example.com">YourEmail@example.com</a>	Jane	Doe
Cook	<a href="mailto:CookEmail@example.com">CookEmail@example.com</a>	John	Smith
Claim Representative	<a href="mailto:ClaimEmail@example.com">ClaimEmail@example.com</a>	Amber	Johnson

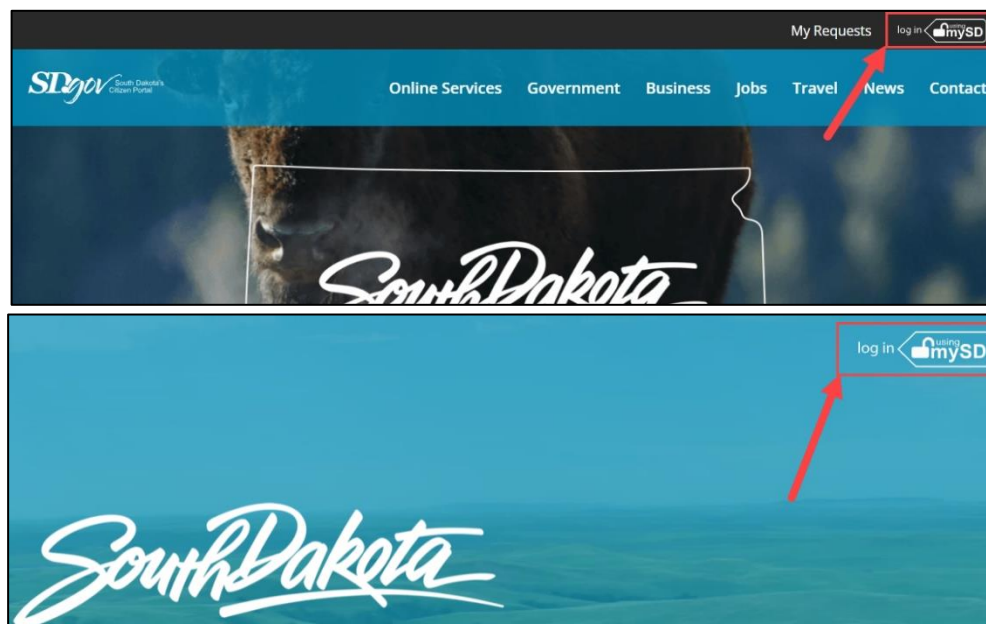
- Save your changes and send the completed sheet to [Melissa.Bothun@state.sd.us](mailto:Melissa.Bothun@state.sd.us).

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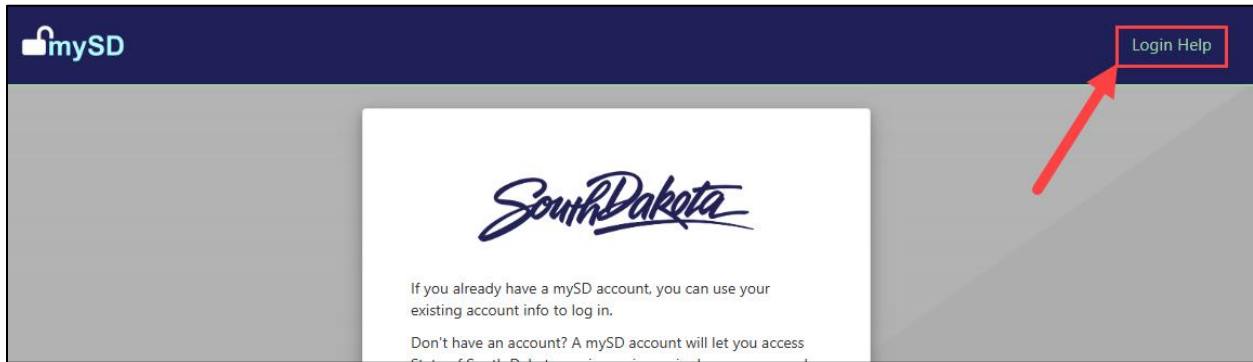
## Create a Matching MySD Account

- Go to [sd.gov](https://sd.gov) and click **Log in using mySD** in the top right corner.

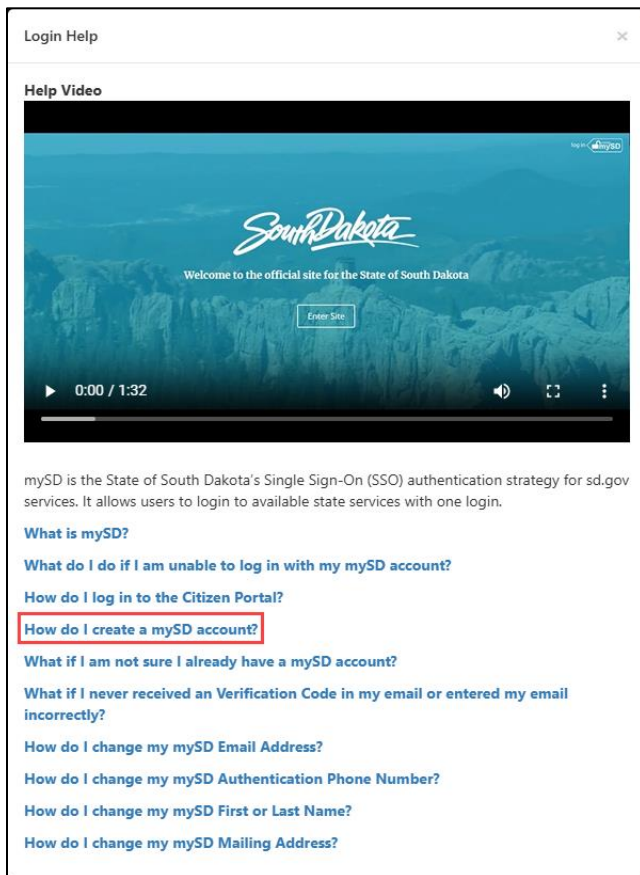
These are the variations of the possible opening screens that may come up.



2. Click **Login Help**.



3. Click "**How do I create a mySD account?**"



4. Follow the step-by-step instructions provided.

**Important:** The email used to create your mySD account **must exactly match** the one used during the provisioning process.

### Having Trouble Logging In?

If you've completed provisioning and created a mySD account using the same email, but **still can't log in**, contact Canvas Support:

- 1-855-235-0207
- Use the link provided in the **New User Sign Up** form

## Section 2 - Canvas Catalog: Courses, Certificates, and Transcript

### Enrolling in Courses

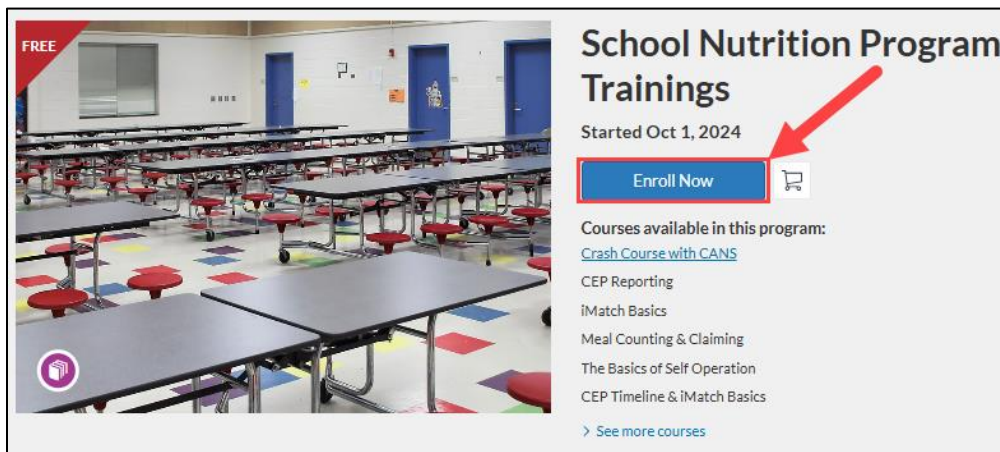
1. Go to [sded.sd.gov](https://sded.sd.gov).
2. Search for your Child Nutrition Program(s).
  - School Nutrition Program (SNP)
  - Child and Adult Care Food Program (CACFP)
  - Food Distribution Program (FDP)
  - Summer Food Service Program (SFSP)
3. Click on the training specific to your Child Nutrition Program(s).

Look for the **purple icon with three books**

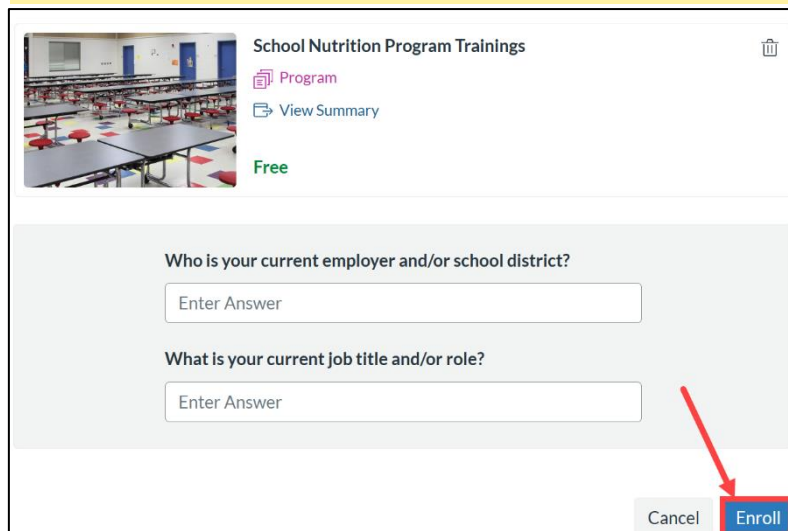


4. Click **Enroll Now**.

You'll be prompted to log in if you aren't *already*.

A screenshot of the 'School Nutrition Program Trainings' page. On the left is a photo of a school cafeteria with tables and chairs. On the right, the title 'School Nutrition Program Trainings' is displayed above 'Started Oct 1, 2024'. A blue 'Enroll Now' button is highlighted with a red box and a red arrow. Below the button is a shopping cart icon. A list of courses is shown: 'Crash Course with CANS', 'CEP Reporting', 'iMatch Basics', 'Meal Counting & Claiming', 'The Basics of Self Operation', and 'CEP Timeline & iMatch Basics'. A link '> See more courses' is at the bottom.

5. Enter your information and click **Enroll** (If the screen below does not come up, click the shopping cart)  
You will automatically be enrolled in any future trainings added for that program.

A screenshot of the enrollment form for 'School Nutrition Program Trainings'. It includes a 'Program' icon and a 'View Summary' link. The form asks for 'Who is your current employer and/or school district?' and 'What is your current job title and/or role?', each with an 'Enter Answer' text box. At the bottom right, there are 'Cancel' and 'Enroll' buttons, with the 'Enroll' button highlighted by a red box and a red arrow.



## Accessing Enrolled Courses

1. Go to [sded.sd.gov/dashboard](https://sded.sd.gov/dashboard).
2. Scroll down to find your course.
3. Click **Go To Course**.

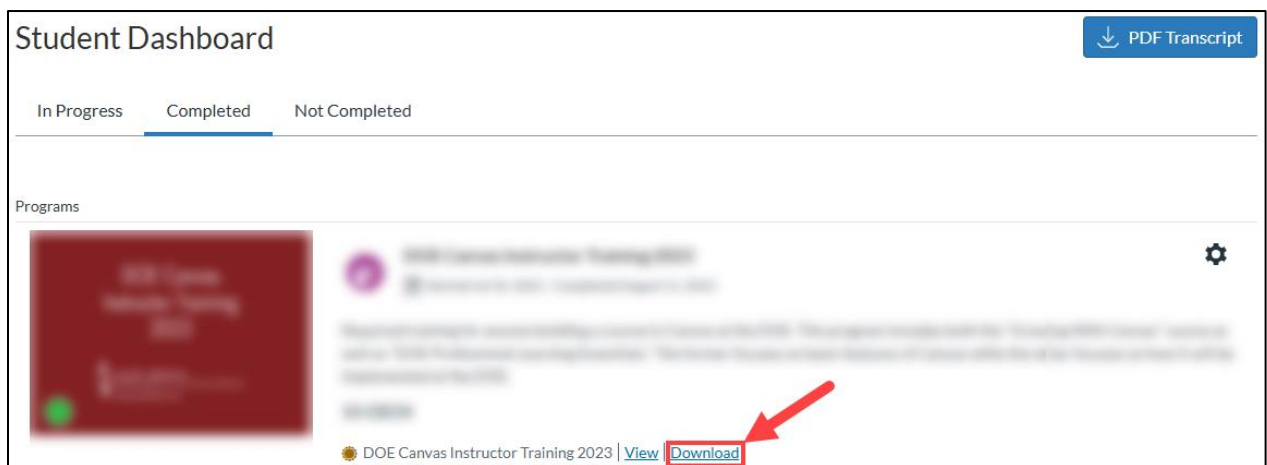
This will add it to your Canvas dashboard.

## Accessing Certificates of Completion

1. Go to [sded.sd.gov/dashboard](https://sded.sd.gov/dashboard).
2. Click the **Completed** tab on the Student Dashboard.

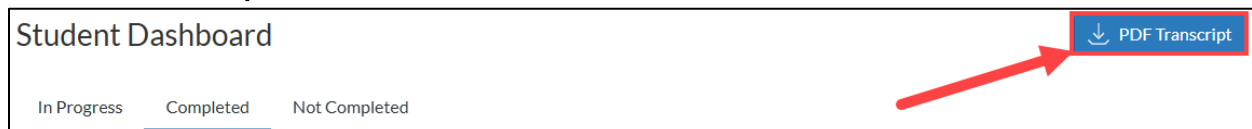


3. Click **Download** under the course for which you need a certificate.



## Accessing your Transcript

1. Go to [sded.sd.gov/dashboard](https://sded.sd.gov/dashboard).
2. Click **PDF Transcript**.

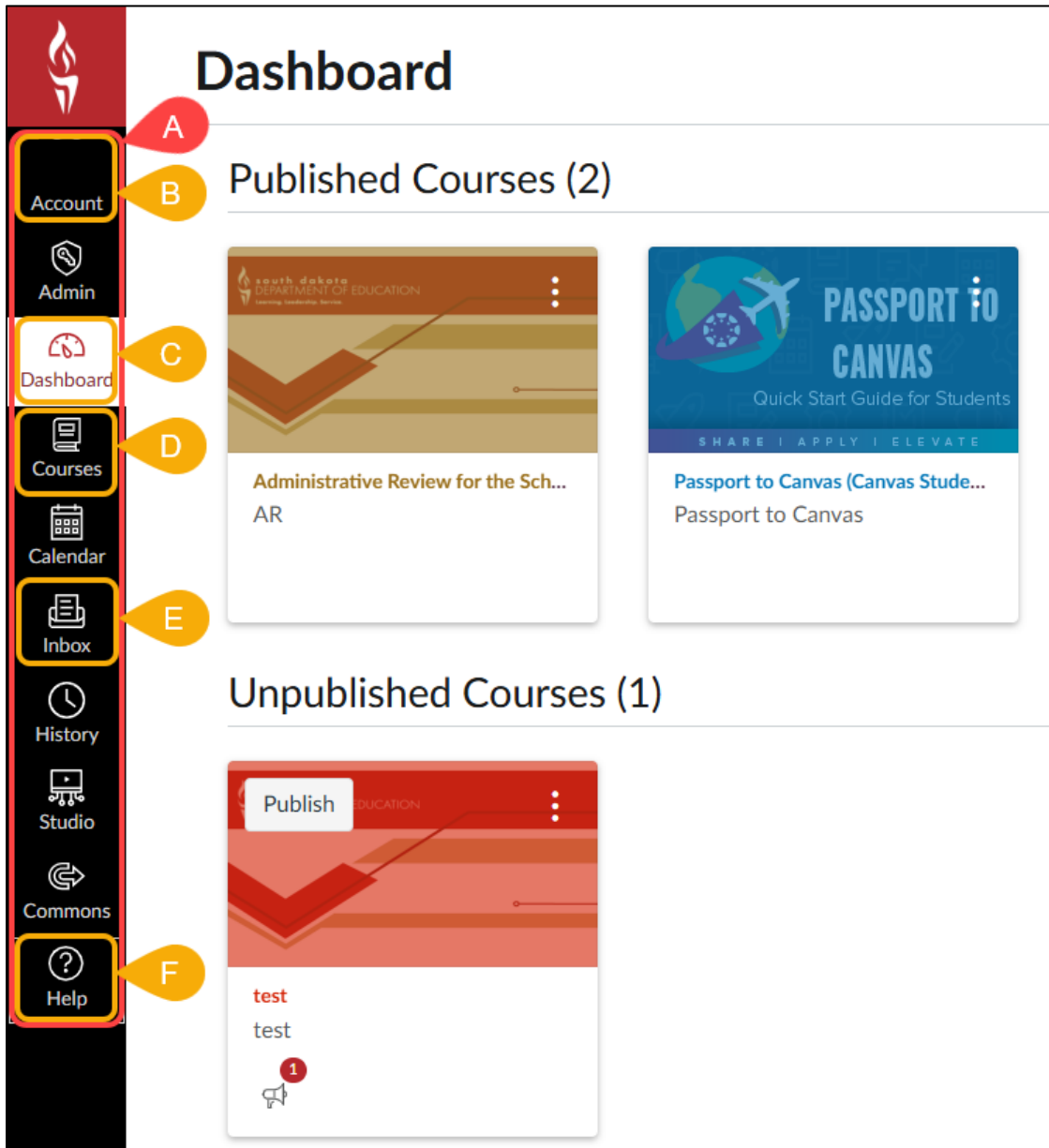


## Section 3 - Course Navigation

Your layout and content may differ

### Canvas Structure

- A. Navigation Bar
- B. Account: View your user information.
- C. Dashboard/ Landing Page: Displays all favorited courses
- D. Courses: View all courses
- E. Inbox: Easily communicate with instructors
- F. Help: Canvas help



## Course Structure

- A. Expand/collapse course navigation
- B. Course navigation
- C. Course name
- D. Course information
- E. Navigation buttons
- F. Modules shortcut
- G. Course catalog: enroll in additional courses
- H. Course specific button: changes from course to course
- I. Instructor info & contact: CANS contact information and contacts for questions and issues
- J. Resources for students: Resources for using Canvas

The screenshot shows the course page for "2025 SFSP Experienced Sponsor Administrative Training". The page includes a left-hand navigation menu with links for Home, Modules, Professional Learning, and Platform Info. The main content area features a welcome message, a list of requirements for the certificate, and a navigation bar with buttons for Course Catalog, SFSP Resources, Modules (Start Here), Instructor Info & Contact, and Canvas Resources for Students. Annotations A-J point to various elements: A points to the expand/collapse icon, B points to the course navigation menu, C points to the course name, D points to the welcome message box, E points to the navigation buttons, F points to the Modules (Start Here) button, G points to the Course Catalog button, H points to the SFSP Resources button, I points to the Instructor Info & Contact button, and J points to the Canvas Resources for Students button.

## Module Structure

- A. Module name
- B. Requirements: Must be met to receive certificate
  - Complete all
  - OR
  - Complete one
- C. Requirement Progression
  - ⊖ Requirement overdue
  - ⓘ Requirement submitted but not graded
  - Requirement not started
  - ✓ Requirement met
- D. Requirement Criteria

The screenshot shows the module structure for the course. The top bar includes the course name and a "Complete All Items" button. The modules are listed as follows:
 

- 1.0 | Presentation
- 1.1 | Webinar: Parts 1-5 (with a "Mark done" button)
- 1.2 | Quiz (15 pts, Score at least 12.0)
- 1.3 | Resources

 Annotations A-D point to specific elements: A points to the course name, B points to the "Complete All Items" button, C points to the requirement progression status (a circle with a minus sign), and D points to the requirement criteria (a box containing "15 pts" and "Score at least 12.0").

## Section 4 - Annual Training Requirements

### School Nutrition Program (SNP)

Job Category	Annual Training Requirements
Directors	12 hours
Managers	10 hours
All other staff (20+ hours/week)	6 hours
Part-time staff (less than 20 hours/week)	4 hours

In addition to annual training, directors are also required to complete at least 8 hours of food safety training every 5 years.

Training Topics	
Nutrition - 1000	Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300)
Operations - 2000	Food Production (2100) Serving Food (2200) Cashier and Point of Service (2300) Purchasing/Procurement (2400) Receiving and Storage (2500) Food Safety and HACCP (2600)
Administration - 3000	Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500)
Communication and Marketing - 4000	Communications and Marketing (4100)

### Resources for Trainings

- USDA Professional Standards Training Database
- USDA FNS Office of Food Safety
- USDA FNS Team Nutrition
- Institute of Child Nutrition (ICN)
- State agencies
- Local In-service trainings
- Professional Organizations
- Food Service Suppliers

## Child and Adult Care Food Program (CACFP)

**Deadline:** September 30 each year

To help ensure timely completion, agencies are encouraged to complete required trainings throughout the year. Once a training is finished, staff must complete and pass the corresponding quiz to receive their certificate.

Print and save your training certificates for documentation.

### Who needs to complete the trainings?


Training Name	Authorized Representative OR Program Director	Staff who...
CACFP Recordkeeping	✓	work with program records
CACFP Claims	✓	work with completing and submitting claims
CACFP Meal Counting	✓	work with completing and submitting meal counting
CACFP Production Records	✓	work with completing the production records
CACFP Free and Reduced- Price Meal Applications	✓	submit, approve, and work to assist families with free and reduced applications
CACFP Children Meal Patterns	✓	help with ensuring meal patterns are met
CACFP Infant Meal Pattern Requirements	✓	work with infants and claim their meals for reimbursement
Civil Rights	✓	are CACFP staff



# Contact Us

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- ***Phone***

 (605) 773-3413

- ***Message***

 DOE.SchoolLunch@state.sd.us

- ***Website***

 [www.doe.sd.gov/cans](http://www.doe.sd.gov/cans)

- ***Address***

 800 Governors Drive, Pierre, SD 57501