



Student Teacher Orientation FAQs

Topics, Which Generated the Most Frequently, Asked Questions:

SSO:

- Do student teachers get an SSO?
L.A. Unified will provide access to a single sign-on (SSO) to all student teachers
- Where can we request an SSO?
Upon confirmation of your placement with L.A. Unified and assignment to a school, you will receive the Oneaccess SSO/Schoology instructions
- Do we need to be assigned to a school/class before requesting an SSO?
Yes, you do. Approval will come from the principal for your access and access to Schoology- if no one can approve—you do not move forward with your application
- I got an SSO but I’m unsure how to sign into Schoology
After receiving your SSO, go to LMS.lausd.net. Once the teacher invites you to join the course, the course will appear on your dashboard.
- What format is the email address in?
Student teachers will be assigned an email address which begins with cp-first name, last name (or whatever is assigned) @lausd.net.
- How long does it take to get an SSO?
The exact time is not known.
- How can I check on the progress of the application? ***Go to www.oneaccess.lausd.net – click on “check status” at the bottom of the page.***

The processing status of the request will display in the **Status** column. A description of each status is shown below:

Request Status	Description
Submitted	User has submitted role request, pending administrator approval
Approved	Administrator has approved user role request
Canceled	Approved role has been successfully revoked
Cancel Requested	The system is currently processing a request to revoke a user role
Expired	The role has expired based upon the expiration date of the role request, which is calculated on a role-to-role basis
Rejected	An approver has rejected a user’s role request, or the request has aged out of the system waiting in an approver’s queue



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- If we are current LAUSD employees (non-classroom), do we need a new SSO, or can we use our current email?

You must create an email, which is consistent with your current role.

- Should the student teachers register as a “teacher” role or “staff” role?

Teacher or Staff (Classroom) is recommended

- Can the Master Teacher make me a co-admin?

Yes, they are able to do so

Schoology:

- How do you sign up for Schoology?

The request for Schoology is made when you apply for you SSO. An email request for approval will be sent to the principal at the school where you have been placed. Be certain that your master teacher has alerted the principal to be on the lookout for this request and that they have your name.

- How do I link Google and Schoology?

LAUSD Google Suites accounts are currently not available for student teachers

- What role do we select ... “teacher”?

Teacher or Staff (classroom) is recommended

- How does our Mentor Teacher make us “Teachers” on Schoology instead of Students?

Please see link:

<https://support.schoology.com/hc/en-us/articles/201001633-How-do-I-add-co-instructors-to-a-course->

- How do I gain access to the Schoology group to access the resources presented in this training?

Schoology Log-in For Student Teachers

1. ***The ‘course access code’ will need to be acquired from the owner (Master/Guide Teacher) of each course you which to join.***
2. ***You will need to go to ‘lms.lausd.net;’ log in by clicking on the ‘employee’ link; sign in using your LAUSD account using ‘cp-first name.last name (or whatever is assigned)@lausd.net.***
3. ***This will bring you to the LMS Dashboard page. To join a course, click on ‘courses’ in banner across the top of the home page; click on ‘my courses’ in upper right-hand corner of the courses page; when the next page opens, click on ‘Join Course;’ and follow the instructions.***

Once you have joined the course, click on ‘courses’ on the banner across the top and chose the course you wish to enter; explore the course.



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Personal vs. Organizational Google & Access to LAUSD Google Suite APPs

- Clarify.... If we have a LAUSD SSO email, how do we gain access to the Google suites? I am currently unable to use Google Drive to attach documents for assignments. Can it be accessed via Outlook by connecting our LAUSD Outlook to Google?
Unfortunately, student's teachers do not have access via L.A. Unified to Google Suites.

Video Recording

- If a student teacher has a full set of parent permission documents for video recording from the fall semester, does the new student teacher in the spring semester need to gather a new set of permission documents from those same parents for recording in the spring? **L.A. Unified requires that each student teacher obtain parental approval for each recording session. You may wish to identify a series of dates but each student must obtain their own and alert the site administrator of the dates recordings are scheduled to take place. There are serious legal consequences for anyone who fails to do so.**

Communication and Emails

- How will we continue to receive emails; via LAUSD or our school email? (CSUN participants seemed to have a different chat conversation on this topic)
Either type of email can be used but it is recommended to use your LAUSD [CP-username@lausd.net](mailto:username@lausd.net) account or Schoology messaging.
- If we had a position with LAUSD, do we still need a Community Partner email or can we continue to use our LAUSD email?
L.A. Unified requires that your email is consistent with your actual role. You may consult with Denise.Busby@lausd.net or the ITD Helpdesk for assistance.
- Can you please email me the One Access information?
The Oneaccess application is only sent out upon verification of the identity of the requestor

Other

- Is it possible to attend this session again once we have our school assignment placements?
Yes, there is a second (repeat) session of part I set for Tuesday, February 16, 2021 from 9:00 – 11:00 am via Zoom.



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- Where do we go to find job openings at LAUSD in April?
Go to lausd.net and click on offices. Look for Human Resources and you will find a number of options, apply, prospective employees, etc.
- Can Student Teachers do phone calls home to parents and take attendance?
Any contact with parents must be under the guidance of your master teacher. Student teachers do not have access to MISIS.
- For the people who are live streaming this training (not technically in the meeting) can they fill out the attendance and have it counted? ***Upon presentation of verification of their knowledge of the content. Contact peggy.presley@lausd.net***