California Department of Education
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# PRISM User Tips

Thank you for completing the online, cultural competency training for certificated educators to support lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students. To start, here is a list of commonly used terms.

* **PRISM =** Providing Relevant, Inclusive Support that Matters for LGBTQ+ Students cultural competency training
* **User =** The participant with an account to the PRISM online training.
* **Account Manager** = Each district or Local Education Agency (LEA) will have an Account Manager with the ability to add Users for their LEA, and to access reports showing which Users have completed courses.
* **PRISM Digital Notebook =** Users will engage in guided reflections using the Digital Notebook. These typed responses will remain private. Account Managers at your site/district will ***not*** have access to the responses.
* **Certificate of Completion =** After you have completed the course, you will have the opportunity to print or save a Certificate of Completion. Only one per year will be issued on [PRISM California](https://www.prismcalifornia.org/home), and it will be the first course completed that year.

To complete a course and receive your Certificate of Completion,

1. **60-Minute Minimum:** You must remain in the PRISM course and be active for a minimum of 60 minutes.
	* It is recommended to start and complete the course in one sitting.
2. **Digital Notebook Entries:** You must complete all required sections of the PRISM Digital Notebook with a minimum of 300\* characters.
	* \*The minimum character count for Course 1, Notebook 3 is 50.
	* Users access the PRISM Digital Notebook by clicking the designated button on the homepage whenever prompted.
	* These typed responses will remain private.
3. **Progress Not Saved:** Progress is NOT saved in [PRISM California](https://www.prismcalifornia.org/home). To avoid losing your progress, be sure to stay active in your browser.
	* If you are logged out, you will need to restart the course and complete the required 60 minutes again.
4. **Certificate of Completion:** Once both conditions are met, a minimum of 60 minutes and completion of notebook entries, the checkbox to submit your course completion will become active.
	* After checking the box and submitting, you will be able to download your Certificate of Completion.
5. **Monitor Completion:** The Account Manager for every district has the ability to view a report for each User and for the district. In Reports, the dashboard will display courses as ‘Complete’, ‘Incomplete’, or ‘Reviewed’.

Providing Relevant, Inclusive Support that Matters for LGBTQ+ Students (PRISM) is a comprehensive professional development training program for California certificated educators. Comprised of six high-quality courses, PRISM aims to foster inclusive classroom environments and address the unique challenges faced by LGBTQ+ and all students. As mandated by Assembly Bill 5: The Safe and Supportive Schools Act (2023), teachers and other certificated staff serving grades 7 through 12 must complete 60 minutes of this training annually over the next five years. This initiative is expected to significantly benefit educators, enhance the success of LGBTQ+ students, and improve overall educational outcomes.