
Supervisor Guide

Peer Education Academy

Dear supervisors,

Thank you for trusting us to help train your peer educators! This training is designed to build foundational skills for any peer educator at Virginia Tech. We understand that some supervisors are looking for comprehensive peer educator training while others may just want to supplement existing training. No matter your situation, you are welcome to use any of this content that you find helpful.

This guide answers some common questions about how to best use this site to meet your needs. If we do not answer your question here, please reach out to us at peereducation@vt.edu

Thank you!

Warm wishes,
The Peer Education Programs Team



What training can my students access in the Peer Education Academy?

We currently offer three sets of modules to train students in different content areas.

Foundations of Peer Education

These modules introduce critical peer education skills that apply to students in any role. Each module includes an outline, interactive written content, a reflection worksheet, and an auto-graded Canvas quiz.

- Peer Education Basics
- Boundaries and Balance
- Building Rapport, Trust, and Safety
- Critical Communication Skills

VT Essentials

These modules familiarize students with various campus resource areas that might apply to their role. Each module includes an outline, interactive written content, a reflection worksheet, and an auto-graded Canvas quiz.

- Academic Advising
- Academic Support
- Career and Professional Development
- Student Life

Recommended Compliance Training

This section links out to various trainings that are typically required or recommended for many student employees. These trainings are hosted by external units and include varying content and assessments.

- FERPA: Family Educational Rights and Privacy Act Training
- READ: Respect, Equity, and Anti-Discrimination Training (formerly Title IX)
- Academic Integrity



How should I determine which modules to assign?

That depends on two things: What your peer educators need to be able to do, and what training they will be receiving elsewhere.

If you would like for your peer educators to receive most or all of their training here , we recommend that they complete (1) all of the Foundations modules, (2) any relevant VT Essentials modules, and (3) at least the FERPA and READ training within the Compliance

Training section. We always recommend that supervisors also provide at least some supplemental training on the specifics of their students' role and expectations.

If you are supplementing an existing training program , please review the module outlines to determine which topics you think sound relevant to your students' position. You are also welcome to read through the modules yourself to see how we approach the topics. Then tell your students which modules to complete. We do not currently offer a way for students to view only assigned modules; they will be able to see all available modules.



Are any trainings required?

Yes, your peer educators are likely required to complete FERPA and READ training. (Please view the module for details of how to access training, especially if your students are not employees.)

- **FERPA training is required** for anyone with access to student data or who interacts with students in respect to their success as a student.
- **READ training is required** for all employees, and it is strongly recommended for students who work with other students, particularly those in a position of authority in relation to other students; e.g., peer mentors, tutors, teaching assistants, volunteer members of the Rescue Squad, etc.

Please note that student employees will not be able to access these trainings through PageUp until their official employment start date in Banner. If you would like your students trained prior to beginning work, have your HR representative set their Banner start date earlier than their true start date.



How can I confirm my students' successful completion of the modules?

For the modules within the Foundations and VT Essentials tracks, students will receive badges that they can share with you once they successfully complete the modules. Successful completion is defined as clicking through all module content, uploading responses to the reflection worksheet, and passing the Canvas quiz with an 80% or better.

Students will not receive a response to their reflection worksheet from us; if you would like to review or respond to their answers, please request that students also submit their worksheet to you. Since the reflection questions are designed to help students think deeply about their role, we feel that personal follow-up from you could be a valuable addition to this training.

To verify successful completion of FERPA and READ training, there are different instructions :

If you are listed as the student's supervisor in Banner

- Log into [PageUp LMS](#).
- Select My team on the navigation bar, then select Organizational chart from the drop-down. This should provide a list of your employees. If this list is not correct, please contact your HR representative.
 - If students have multiple jobs, typically only the first job pulls into the Organizational chart. If you cannot view students you need to see, you may follow the alternative steps listed here.
- On each person's card is a link to their Development plan. Select each tab to see what is on their development plan under In progress/Upcoming, Completed, and Pending Approval.
- If there is still a need to verify completion because Banner data is incorrect and you need to know prior to getting it corrected, please contact Sarah Dreier (sdreier@vt.edu).

*If you are **not** listed as the student's supervisor in Banner.*

- To verify READ, the Office for Equity and Accessibility (training@oea.vt.edu) will verify completion for small student groups (less than 10-15 students), but larger groups should have a supervisor attend training who can verify completion by observing.
- To verify FERPA training, students can either take a screenshot showing that they have successfully completed the training and/or you can email David Green (dagreen@vt.edu) to request that he verify their completion records.



Could you present the module content to my students synchronously?

Unfortunately, no, we cannot accommodate requests for synchronous training at this time. These modules were designed to be asynchronous while encouraging interaction between you and your students. If in-person training would be helpful to you in the future, please let us know at peereducation@vt.edu.



How can my students access the modules? Should I import them to my own Canvas site? Could you add them to yours?

Your students can request access by [clicking the Enroll link on this site](#). They will then receive the access link in their email. When they first enter the site, they will be asked to complete a short survey in QuestionPro to collect some information about their peer educator role. Once complete, they will receive access to the full site.