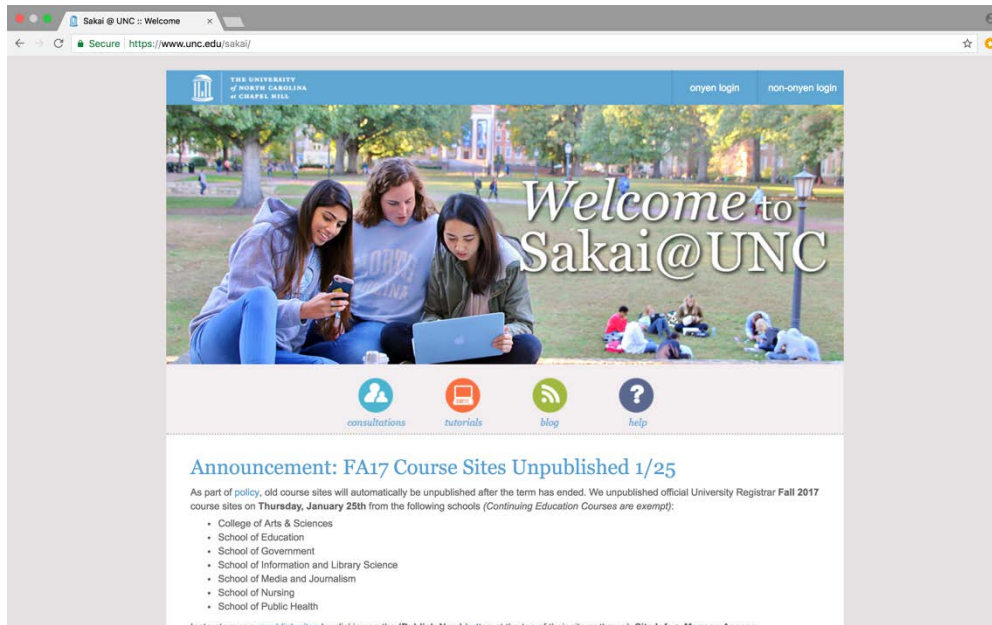


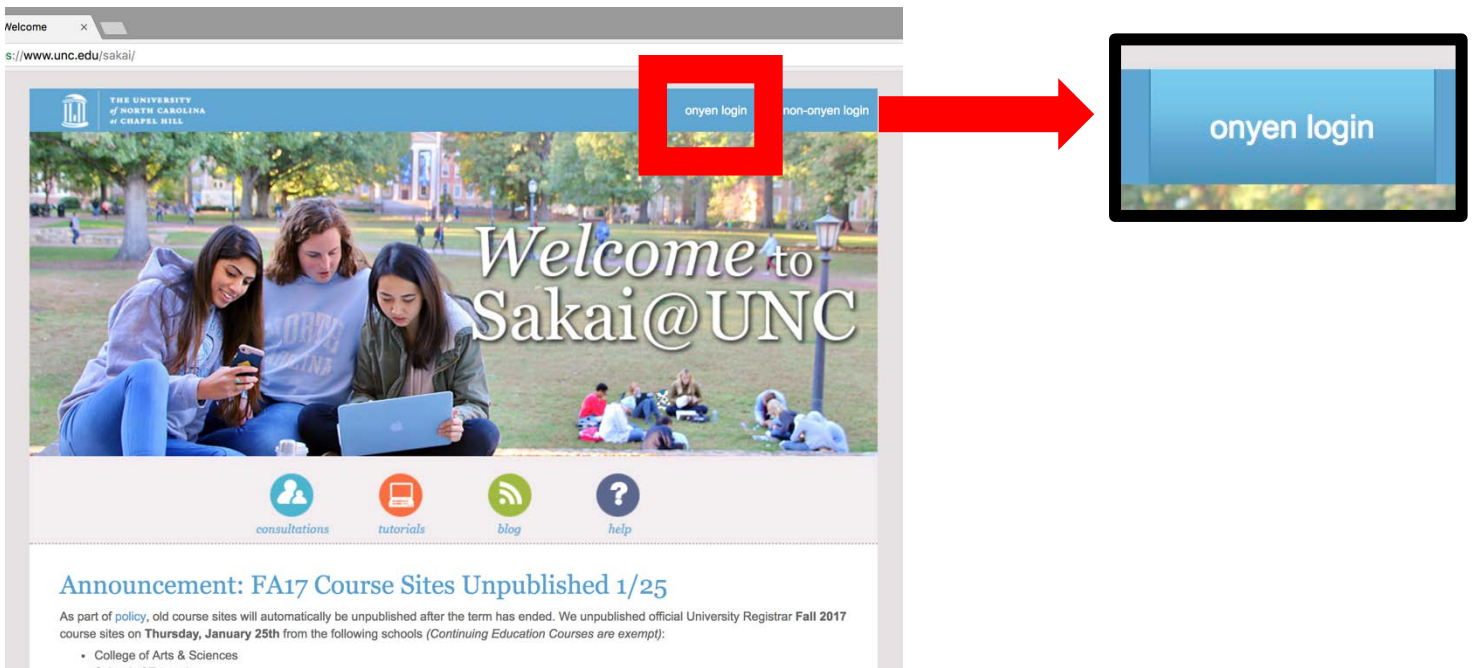


Instructions for Completing 2017-18 Campus Security Authority Training

1. Go to Sakai@UNC by visiting www.unc.edu/sakai/.

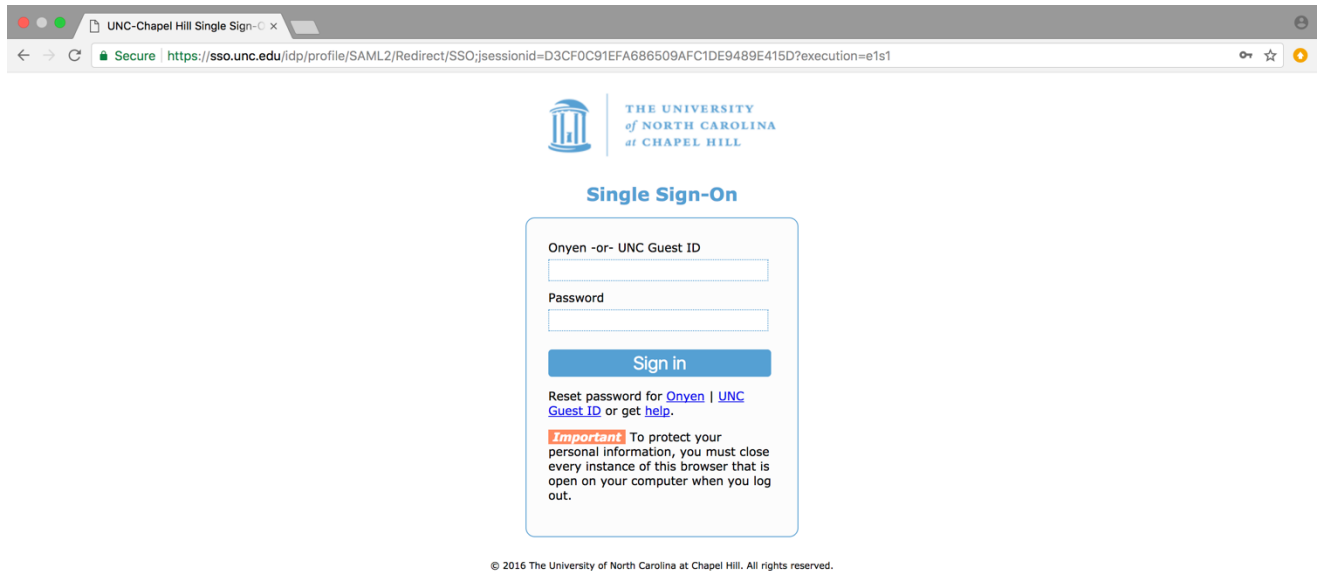


2. Click on “onyen login” in the upper right corner of the web page.

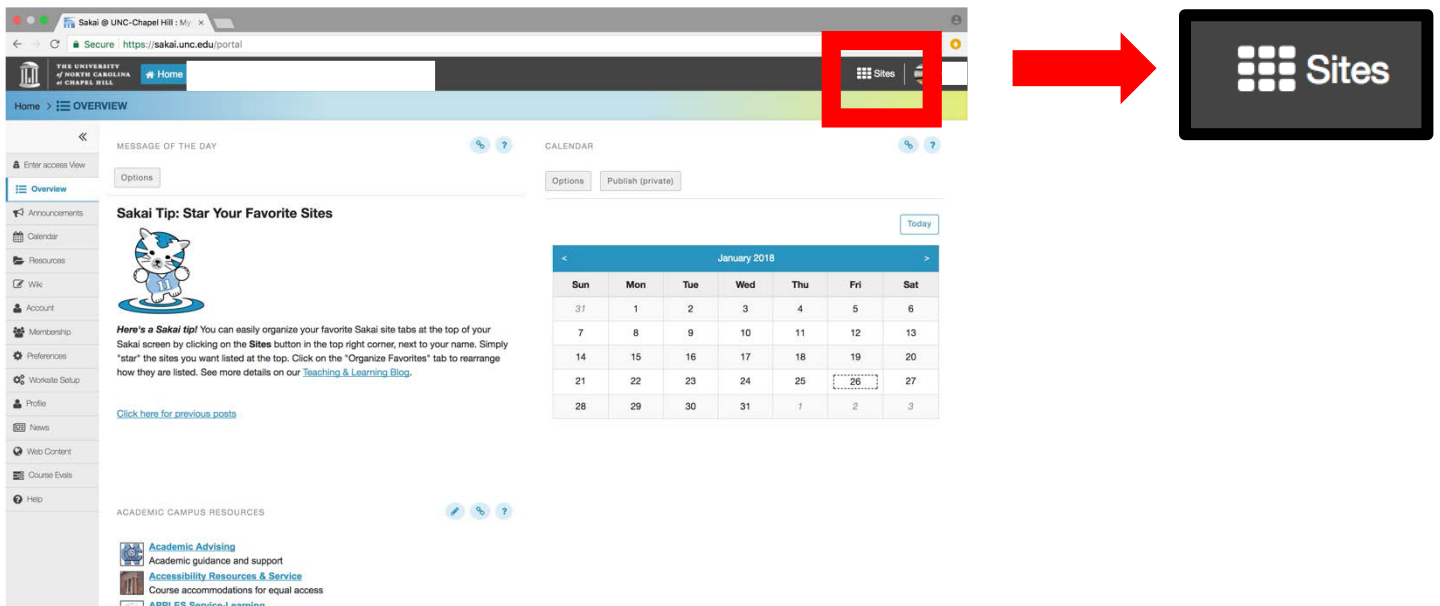




3. Log in with your ONYEN and password.

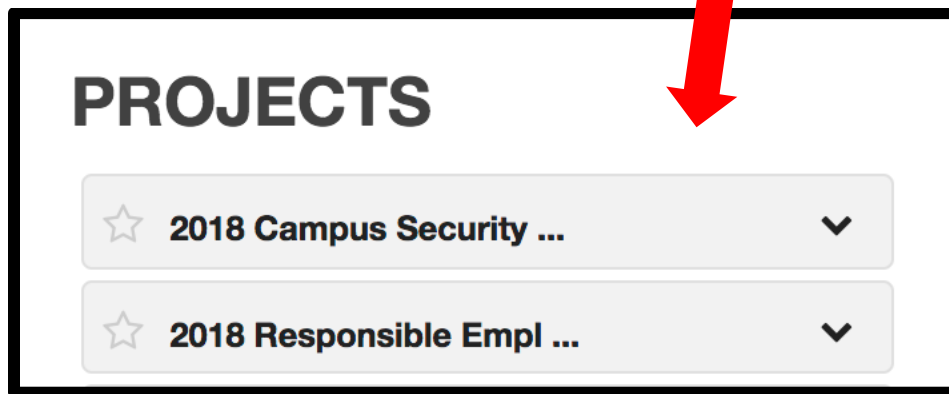
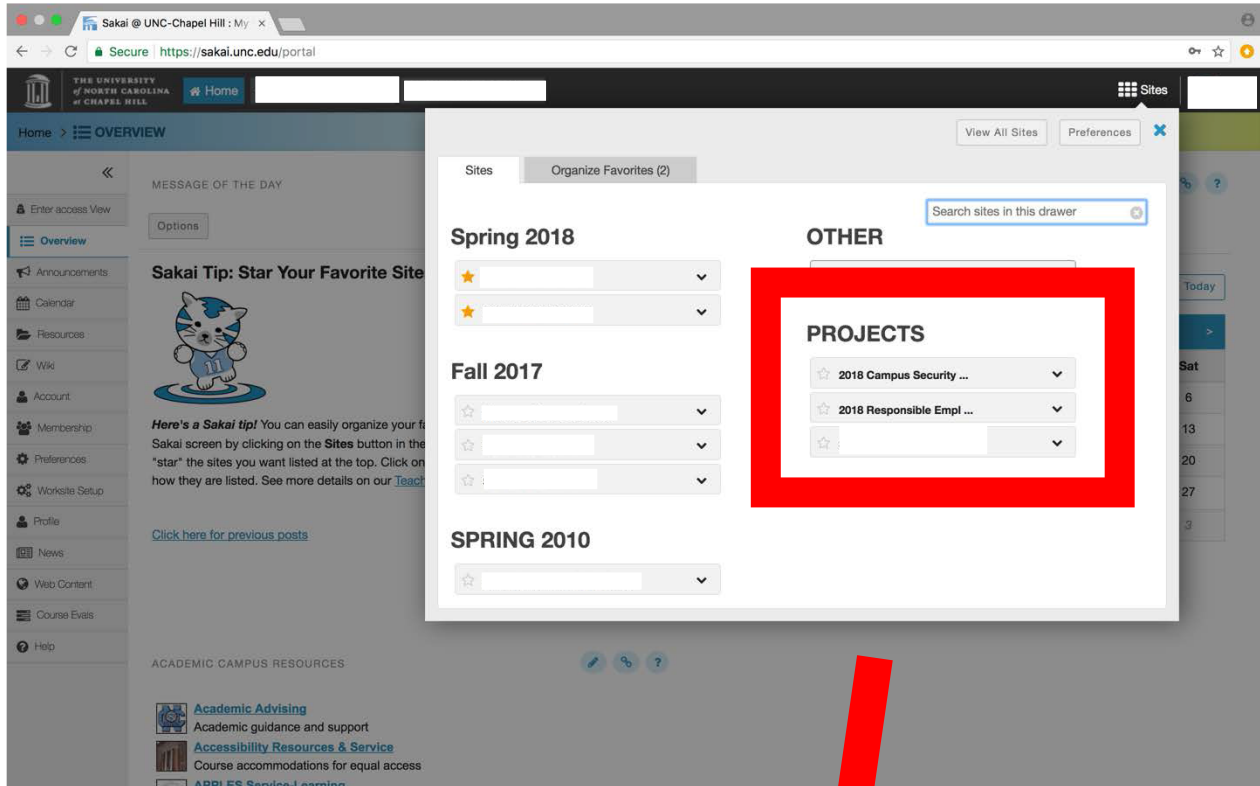


4. Click on “Sites” in the upper right corner of your Sakai home page.



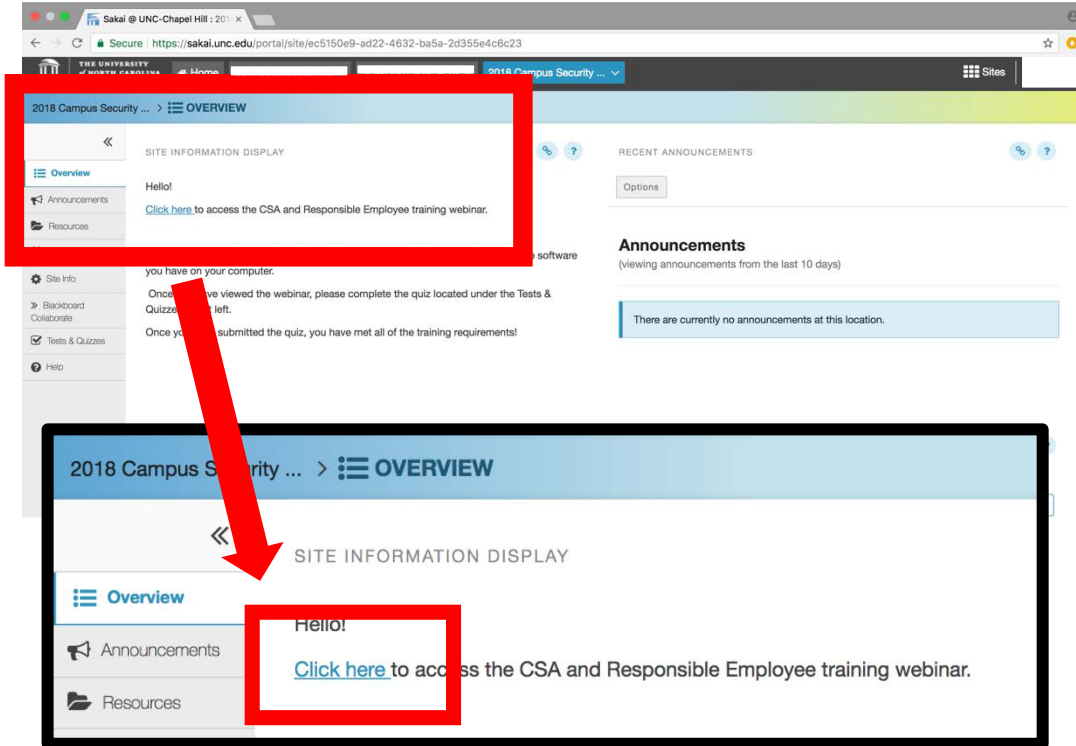


5. Under “Projects,” select “2018 Campus Security Authority & Responsible Employee Training.”

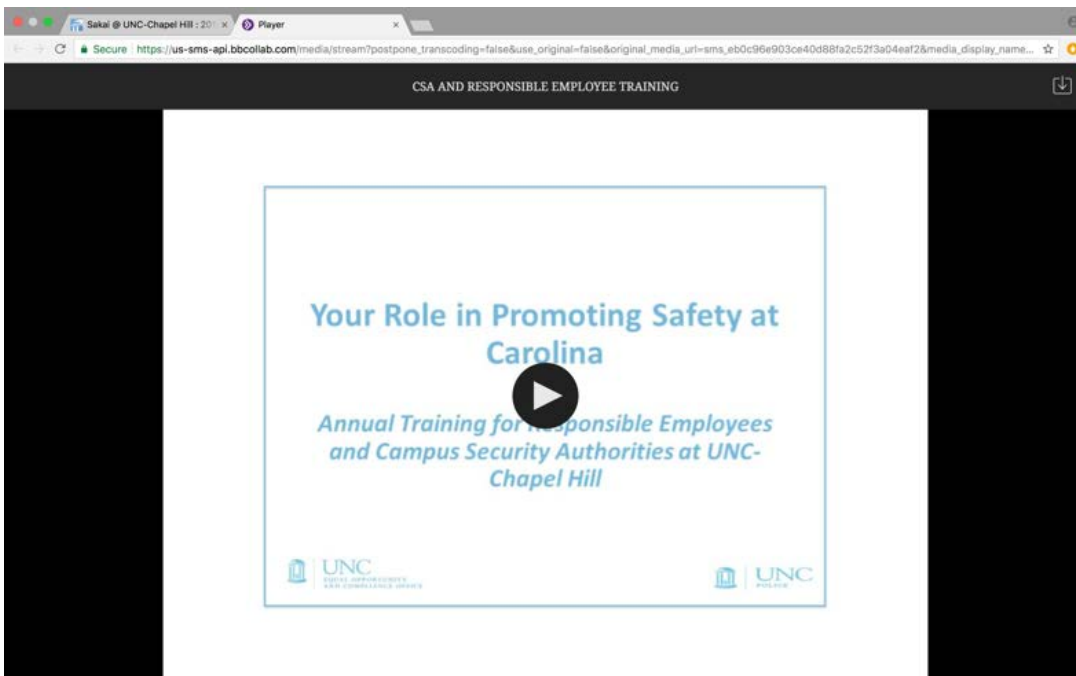




- To access the training, click on the link that says “Click here” on the training’s Overview page.

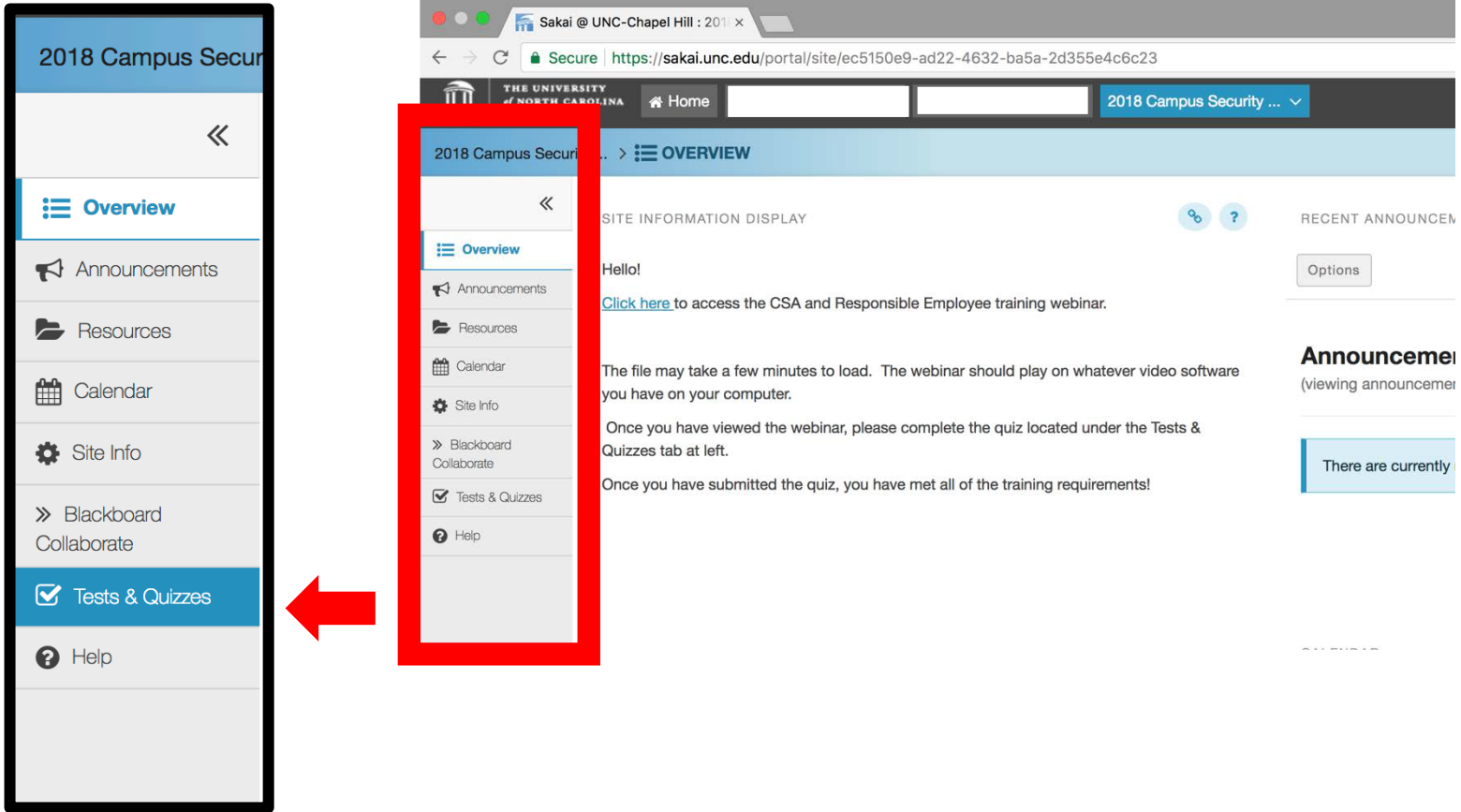


- Watch this video to complete your CSA training. A quiz will follow.

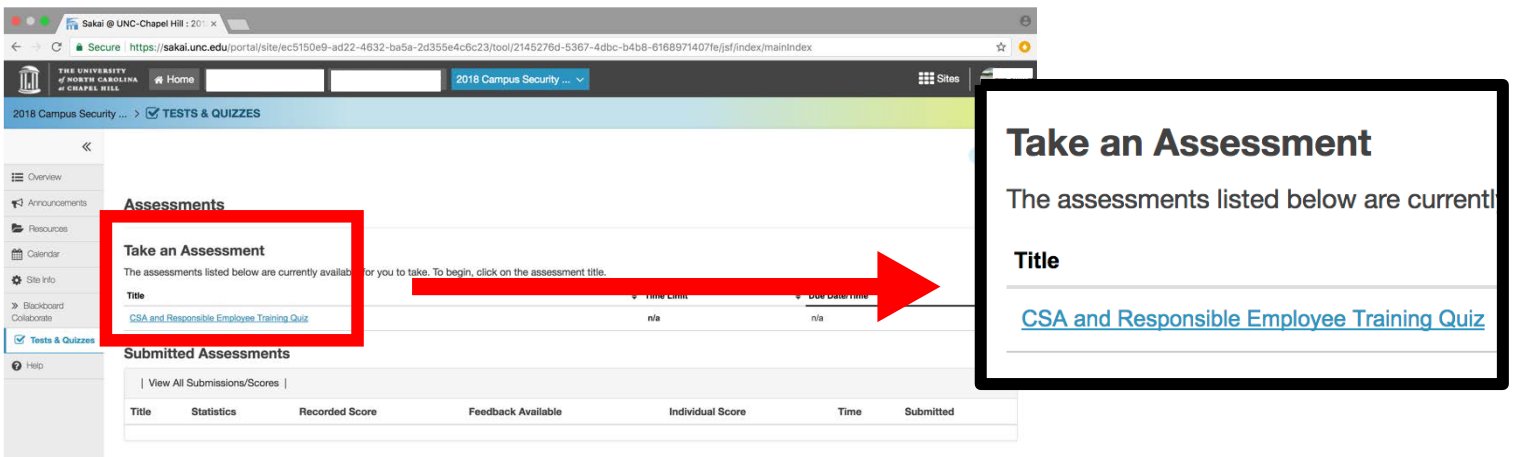




8. To access the quiz, click on “Tests & Quizzes” in the menu on the left side of the web page.

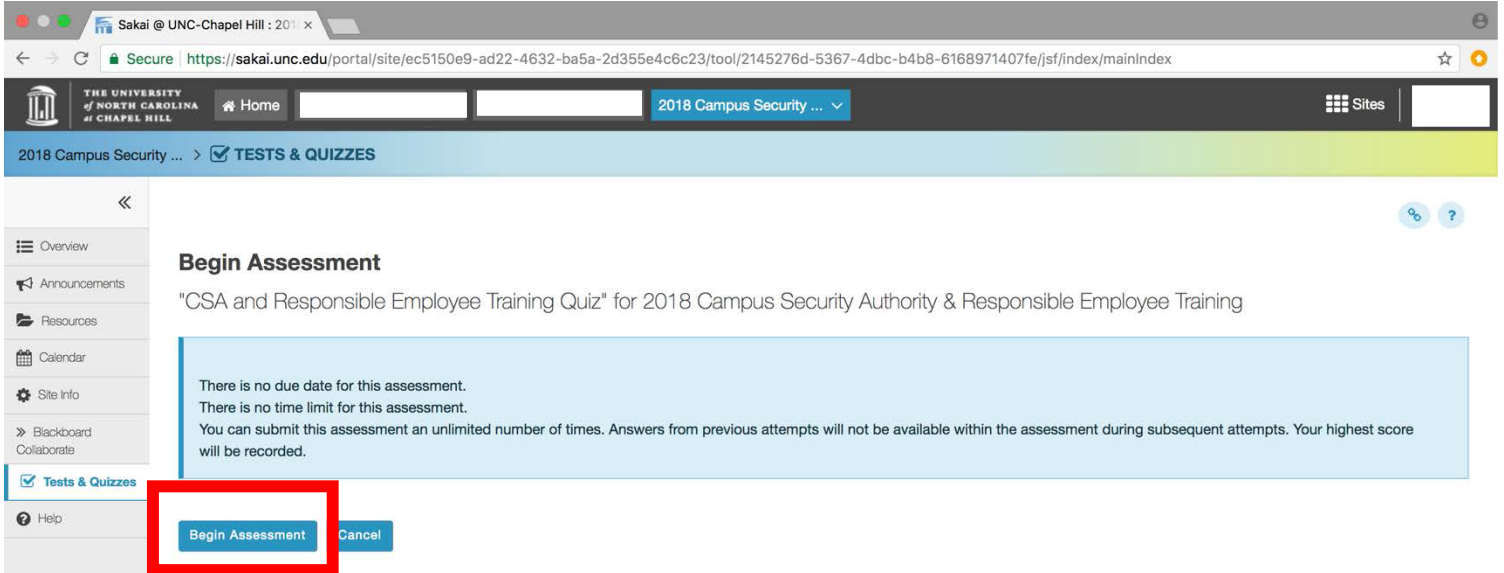


9. Under the heading “Take an Assessment,” click on “CSA and Responsible Employee Training Quiz.”

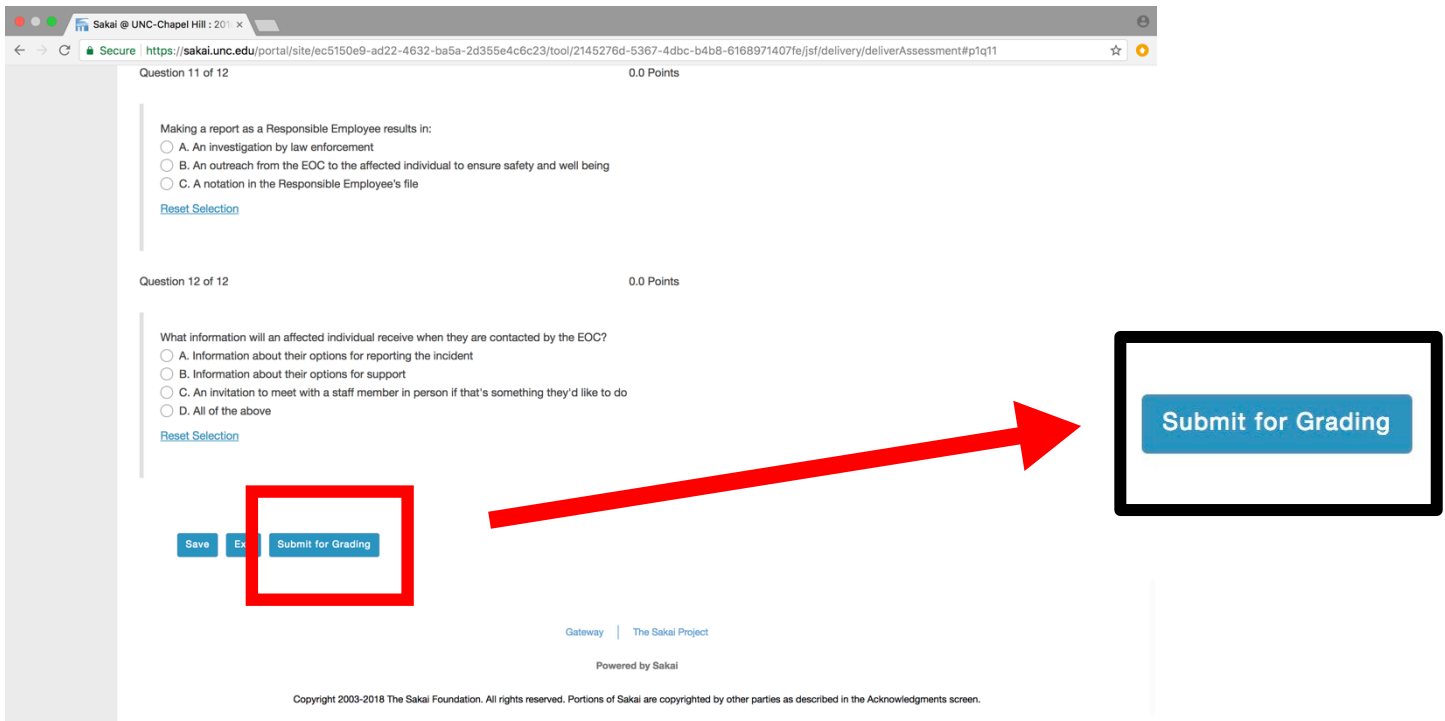




10. When you are ready to begin, click “Begin Assessment.”



11. After you’ve answered all 12 questions, click “Submit for Grading” at the bottom of the web page.





12. Click “Submit for Grading” again.

The screenshot shows the Sakai assessment submission warning screen. A red box highlights the "Submit for Grading" button in the left sidebar. A red arrow points from this button to a larger, framed "Submit for Grading" button in the center of the page. The main content area contains a warning message: "You are about to submit this assessment for grading. Click **Submit for Grading** if you really want to submit for grading. Otherwise, click **Previous** to return to the previous screen." Below the warning, the course name is "2018 Campus Security Authority & Responsible Employee Training" and the assessment title is "CSA and Responsible Employee Training Quiz".

13. Click on “Feedback” to see the correct answers to the questions.

The screenshot shows the Sakai assessment results page. The "Submitted Assessments" section contains a table with the following data:

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
CSA and Responsible Employee Training Quiz	n/a	n/a	Immediate Feedback	n/a	n/a	2018-01-26 7:27 AM

The "Feedback Available" column for the quiz is highlighted with a red box, and a red arrow points from the "Submit for Grading" button in the previous screenshot to this "Feedback" link.