

Instructions for Completing 2017-18 Campus Security Authority Training

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



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





3. Log in with your ONYEN and password.

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

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| THE UNIVE | ARTEY AROLINA # Home | | | | | | Site | es | | | Sites |
| | RVIEW | | | | | | | | | | |
| * | MESSAGE OF THE DAY | CALENDAR | | | | | | 8 7 | | | |
| Enter access Vew | Options | Options | Publish (priva | to) | | | | | | | |
| Announcements | Sakai Tip: Star Your Favorite Sites | | | | | | | | | | |
| 🛗 Calendar | | | | | | | | Today | | | |
| Besources | | < | | | January 201 | | | > | | | |
| 2 Wk | (The second seco | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | |
| 🛔 Account | | 31 | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| Membership | Here's a Sakai tip! You can easily organize your favorite Sakai site tabs at the top of your | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | |
| Preferences | Sakai screen by clicking on the sites button in the top right corner, next to your name. Simply "star" the sites you want listed at the top. Click on the "Organize Favorites" tab to rearrange | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | |
| Oo Worksite Setup | how they are listed. See more details on our Teaching & Learning Blog. | 21 | 22 | 23 | 24 | 25 | [26] | 27 | | | |
| 🛔 Profile | Click here for previous posts | 28 | 29 | 30 | 31 | 1 | 2 | 3 | | | |
| Nows | STREET THE STREET STREET STREET | | | | | | | | | | |
| Web Content | | | | | | | | | | | |
| Course Evals | | | | | | | | | | | |
| O Help | ACADEMIC CAMPUS RESOURCES | | | | | | | | | | |
| | Academic Advising Academic guidance and support Accessibility Resources & Service Course accommodations for equal access | | | | | | | | | | |



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





6. To access the training, click on the link that says "Click here" on the training's Overview page.

| | https://sakai.upc.edu/nortal/site/ec5150e9-ad22-4632-ba5a-2d355e4c | 6c23 | | | |
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| THE UNIVE | CARTINE & Home 91 | 118 Compus Security | | Sites | |
| 18 Campus Secu | | | | | |
| « | SITE INFORMATION DISPLAY | 8 ? | RECENT ANNOUNCEMENTS | B | |
| Dverview knnouncements | Hello! | | Options | | |
| lesources | Click here to access the CSA and Responsible Employee training webinar. | | Announcemente | | |
| te Info | you have on your computer. | software | (viewing announcements from the last 10 days) | | |
| ickboard iorate | Once ve viewed the webinar, please complete the quiz located under Quizze left. | the Tests & | There are currently no announcements at this location. | | |
| ists & Quizzes | Once you submitted the quiz, you have met all of the training requirement | ants! | | | |
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| 2018 :== 0 ₹1 Ani | Campus S rity > ::: OVERVIEW SITE INFORMATION D Verview Hello! Click here to acc as the | DISPLAY | Responsible Employee training webir | nar. | |

7. 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."

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| THE UNIVER | strv anima 🐐 Home 2018 Campus Security V | |
| 2018 Campus Secur | ty | |
| « | | Take an Assessment |
| E Overview | | |
| Announcements | Assessments | The assessments listed below are currently |
| Se Resources | | |
| 🛗 Calendar | Take an Assessment | Title |
| 🔅 Ste Info | The assessments listed below are currently availabeer or you to take. To begin, click on the assessment title. | |
| Blackboard Collaborate | Title Characteria Control Cont | CSA and Responsible Employee Training Quiz |
| Tests & Quizzes | | COA and Responsible Employee Training Quiz |
| O Help | Submitted Assessments | |
| | View All Submissions/Scores | |
| | Title Statistics Recorded Score Feedback Available Individual Score Time Submitted | |
| | | |



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.

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| Outsign 1 of 12 0.9 Paints | C â Secure https://sakai.unc.edu/portal/site/ec5150e9-ad22-4632-ba5a-2d355e4c6c23/tool/2145276d-5367-4dbc-b4b8-6168971407fej/sf/deliver/sessment#p1q11 | ☆ | 0 |
| <pre>king a more an Responsible Employee meals it:</pre> | Question 11 of 12 0.0 Points | | |
| <pre>dem to the the the the the the the the the the</pre> | Making a report as a Responsible Employee results in: A. An investigation by law enforcement B. An outreach from the EOC to the affected individual to ensure safety and well being C. A notation in the Responsible Employee's file Reset Selection | | |
| What information will an affected individual receive when they are contacted by the EO(? A. Information about their options for responding the indicat: B. Information about their options for support C. A. Invitation to meet with a staff member in person if that's something they'd like to a D. A. Invitation to meet with a staff member in person if that's something they'd like to a D. A. Invitation to meet with a staff member in person if that's something they'd like to a B. Beet Selection Submit for Grading | Question 12 of 12 0.0 Points | | |
| Gateway The Sakai Project Powered by Sakai Copyright 2003-2018 The Sakai Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen. | What information will an affected individual receive when they are contacted by the EOC? A. Information about their options for support B. Information to meet with a staff member in person if that's something they'd like to do D. All of the above | [| Submit for Grading |
| Copyright 2003-2018 The Sakai Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen. | Gateway The Bakai Project Provend by Sakai | | |
| | Copyright 2003-2018 The Sakai Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen. | | |



12. Click "Submit for Grading" again.

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| $\leftarrow \rightarrow \mathbf{C} \ \widehat{\mathbf{a}} \ \mathbf{Secure} \ \ \mathbf{https://sakai.unc.edu/portal/site/ec5150e9-ad22-4632-ba5a-2d355e4c6c23/tool/2145276d-5367-4dbc-b4b8-616897140} \\ + \mathbf{C} \ \widehat{\mathbf{a}} \ \mathbf{Secure} \ \ \mathbf{https://sakai.unc.edu/portal/site/ec5150e9-ad22-4632-ba5a-2d355e4c6c23/tool/2145276d-5367-4dbc-b4b8-616897140} \\ + \mathbf{C} \ \widehat{\mathbf{a}} \ \mathbf{Secure} \ \ \mathbf{https://sakai.unc.edu/portal/site/ec5150e9-ad22-4632-ba5a-2d355e4c6c23/tool/2145276d-5367-4dbc-b4b8-616897140} \\ + \mathbf{C} \ \widehat{\mathbf{a}} \ \mathbf{Secure} \ \ \mathbf{https://sakai.unc.edu/portal/site/ec5150e9-ad22-4632-ba5a-2d355e4c6c23/tool/2145276d-5367-4dbc-b4b8-616897140} \\ + \mathbf{C} \ \widehat{\mathbf{a}} \ \mathbf{Secure} \ \ \mathbf{https://sakai.unc.edu/portal/site/ec5150e9-ad22-4632-ba5a-2d355e4c6c23/tool/2145276d-5367-4dbc-b4b8-616897140} \\ + \mathbf{C} \ \widehat{\mathbf{a}} \ \mathbf{Secure} \ \ \mathbf{A} \ \mathbf{A}$ | 7fe/jsf/delivery/deliverAssessment 🛧 🧿 | | | | | |
| THE UNIVERSITY / NORTH CAROLINA # Home 2018 Campus Security V | Sites | | | | | |
| 2018 Campus Security > 🐨 TESTS & QUIZZES | | | | | | |
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| Assessment Submission Warning | | | | | | |
| Announcements | | | | | | |
| Resources Click Submit for Grading if you really want to submit for grading. Otherwise, click Previous to return to the previous screen. | | | | | | |
| Course Name 2018 Campus Security Authority & Responsible Employee Training | | | | | | |
| Creator Jenn Scott | | | | | | |
| Blackboard Assessment TitleCSA and Responsible Employee Training Quiz Collaborate | | | | | | |
| Tests & Quizzes Submit for Grading | | | | | | |
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13. Click on "Feedback" to see the correct answers to the questions.

