

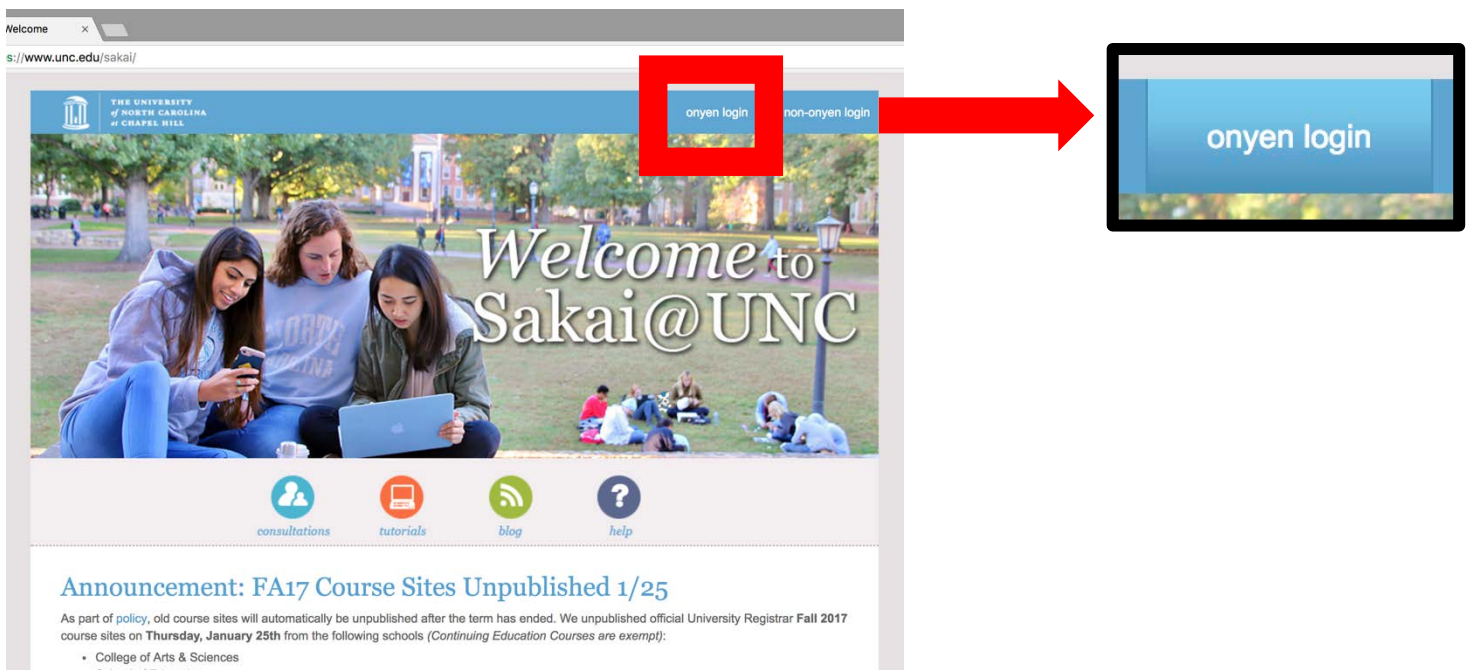


Instructions for Completing 2017-18 Responsible Employee Training

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

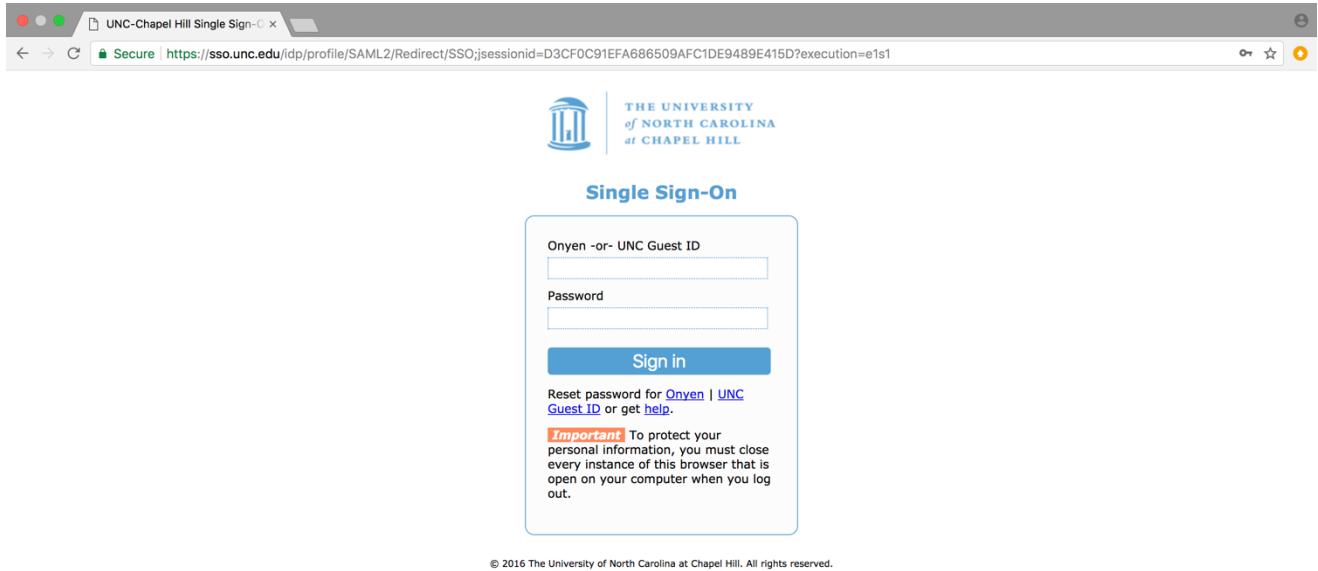


2. Click on “onyen login” in the upper right corner of the web page.

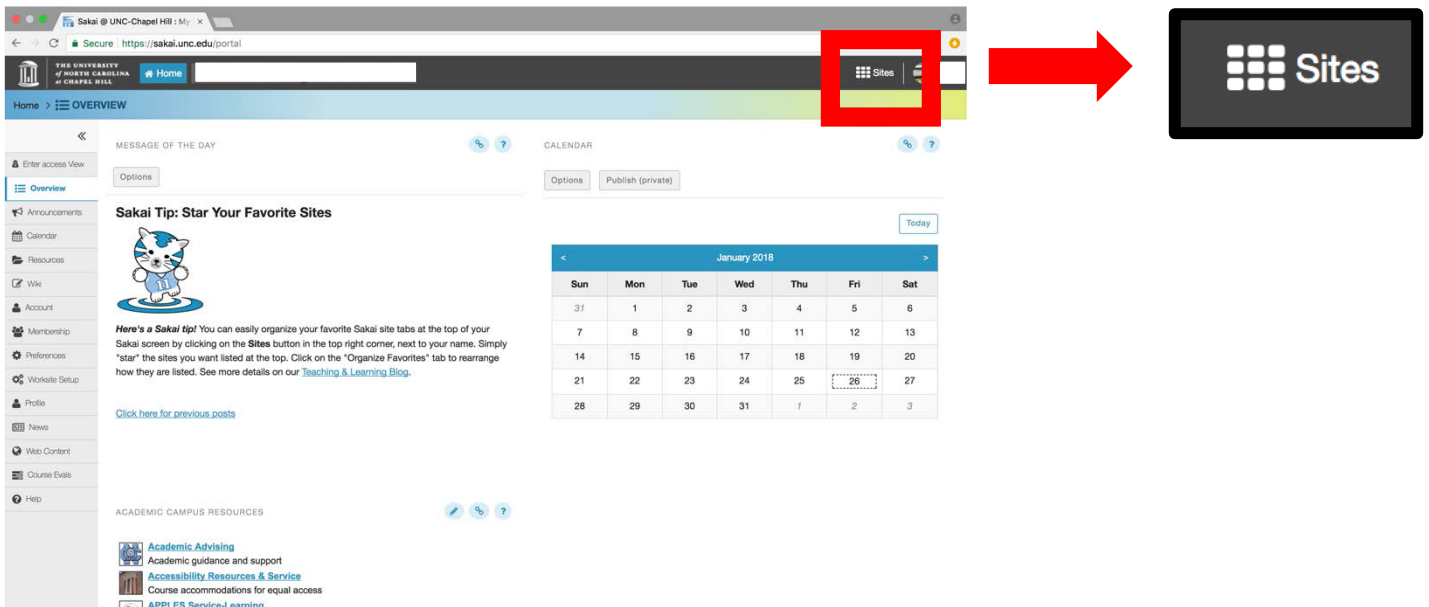




3. Log in with your ONYEN and password.

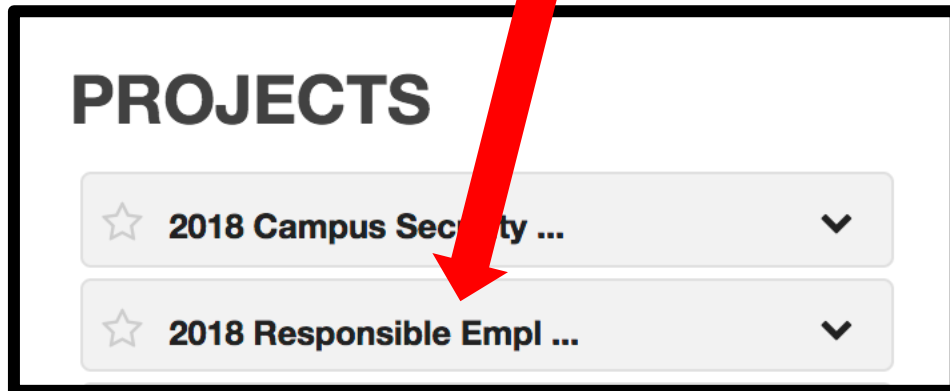
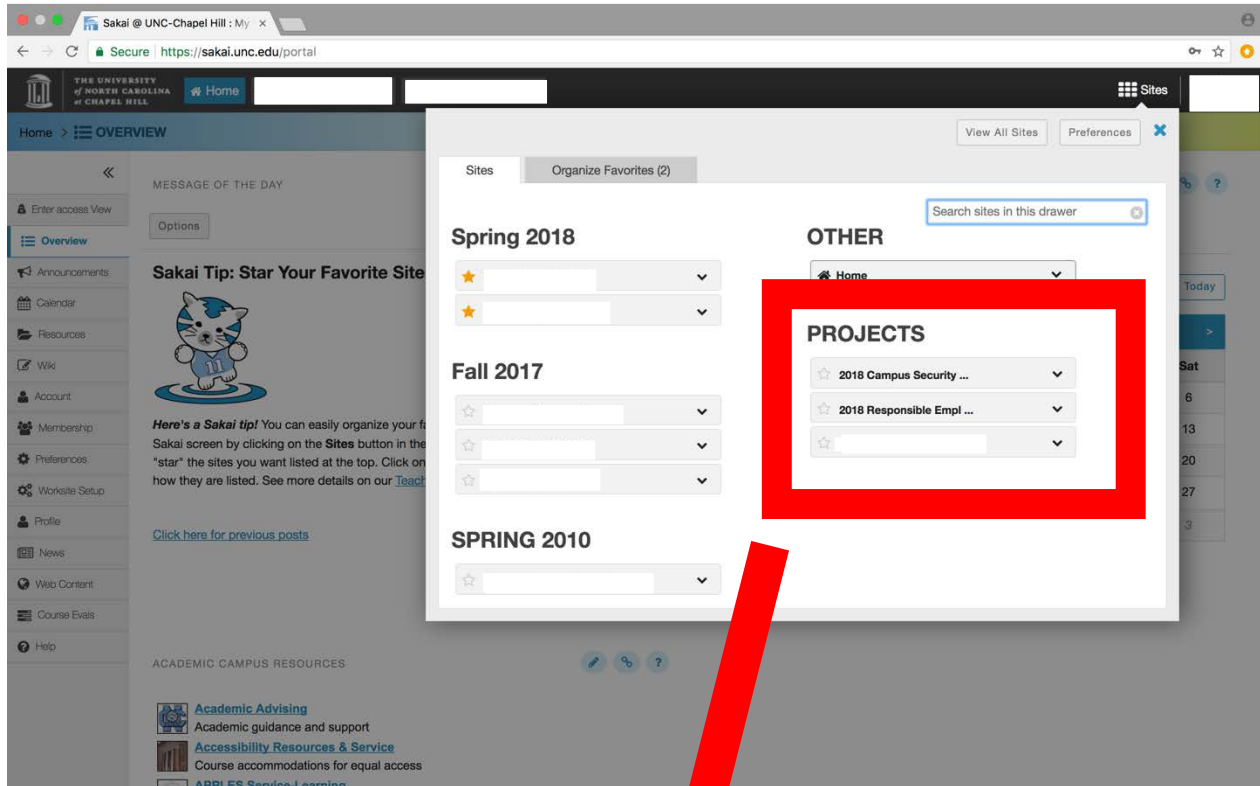


4. Click on “Sites” in the upper right corner of your Sakai home page.



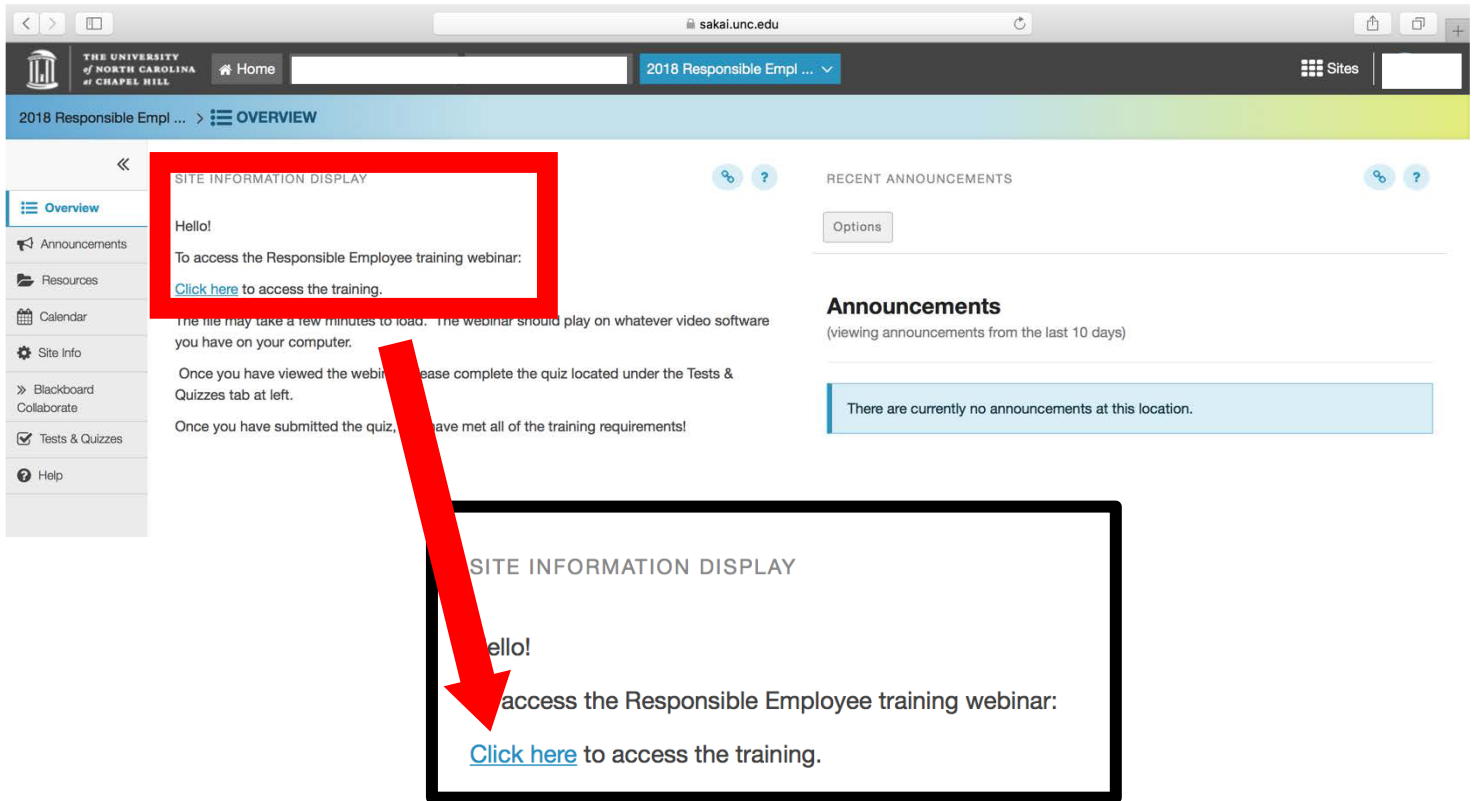


5. Under “Projects,” select “2018 Responsible Employee Training.”

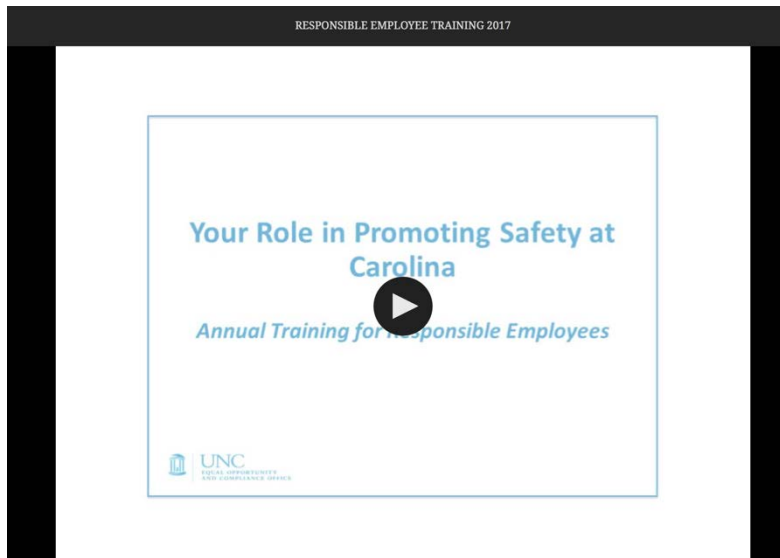




- To access the training, click on the link that says “Click here” on the training’s Overview page.

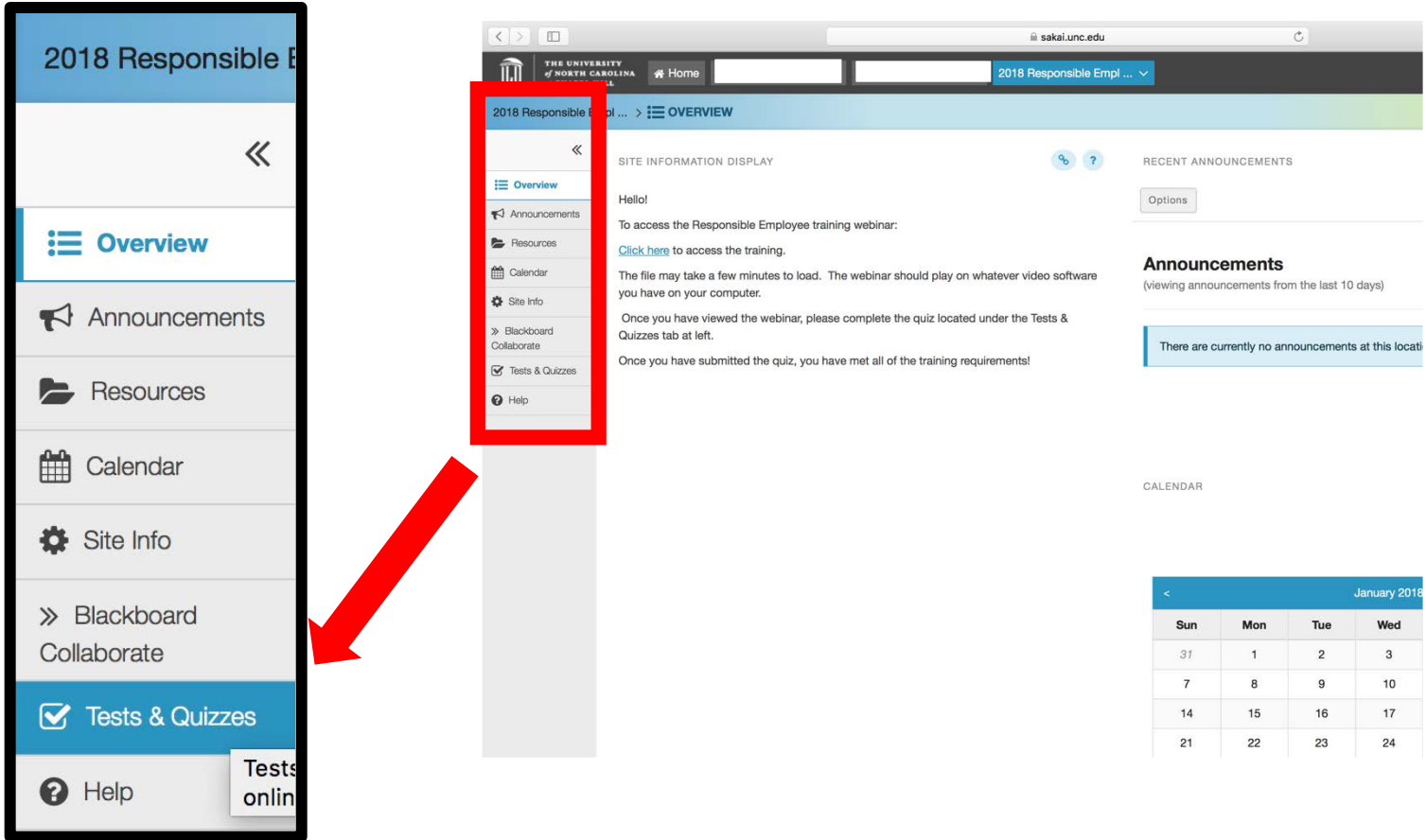


- Watch this video to complete your Responsible Employee training. A quiz will follow.

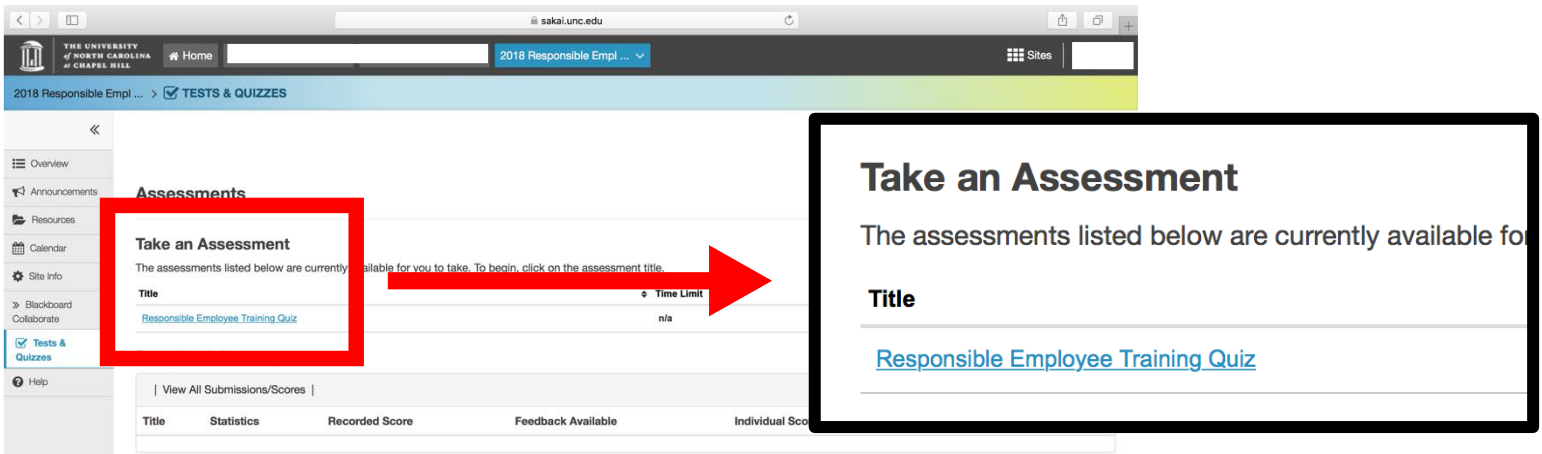




8. To access the quiz, click on “Tests & Quizzes” in the menu on the left side of the web page.



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





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

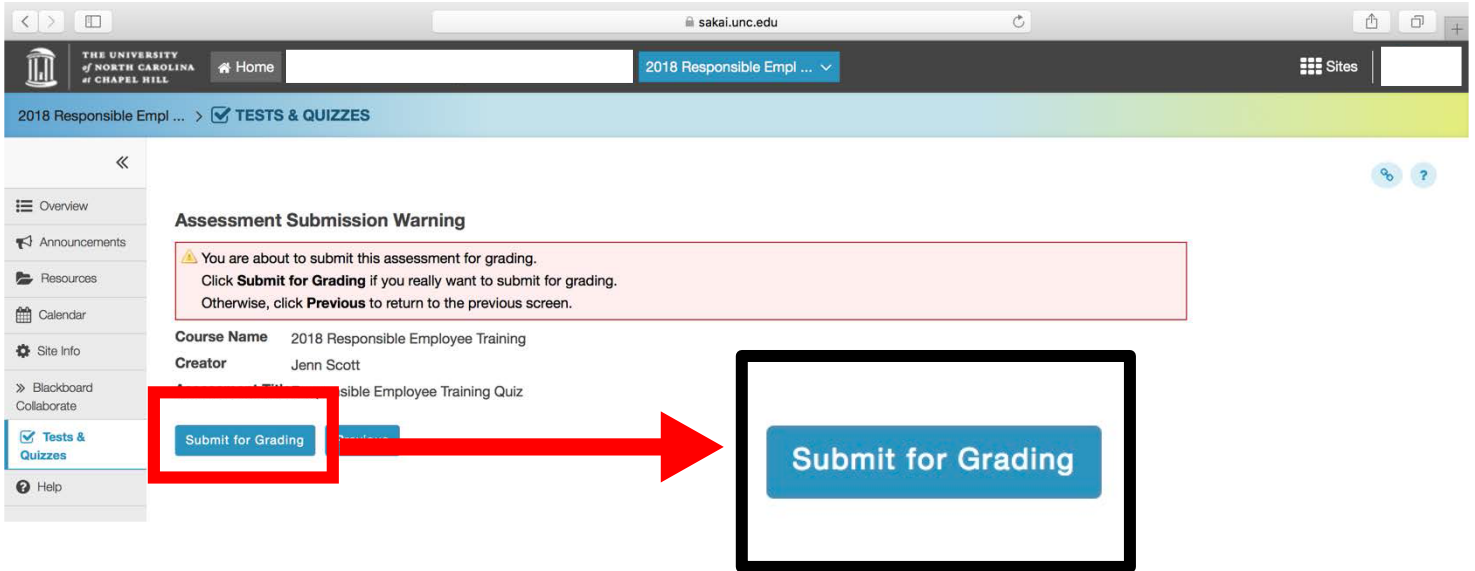
The screenshot shows a web browser window at sakai.unc.edu. The page title is "2018 Responsible Empl ...". The navigation menu on the left includes Overview, Announcements, Resources, Calendar, Site Info, Blackboard Collaborate, Tests & Quizzes (highlighted), and Help. The main content area is titled "Begin Assessment" and contains the text: "Responsible Employee Training Quiz" for 2018 Responsible Employee Training. Below this, a light blue box contains the text: "There is no due date for this assessment. There is no time limit for this assessment. You can submit this assessment 1 time(s)." At the bottom of the main content area, there are two buttons: "Begin Assessment" (highlighted with a red box) and "Cancel".

11. After you’ve answered all 7 questions, click “Submit for Grading” at the bottom of the web page.

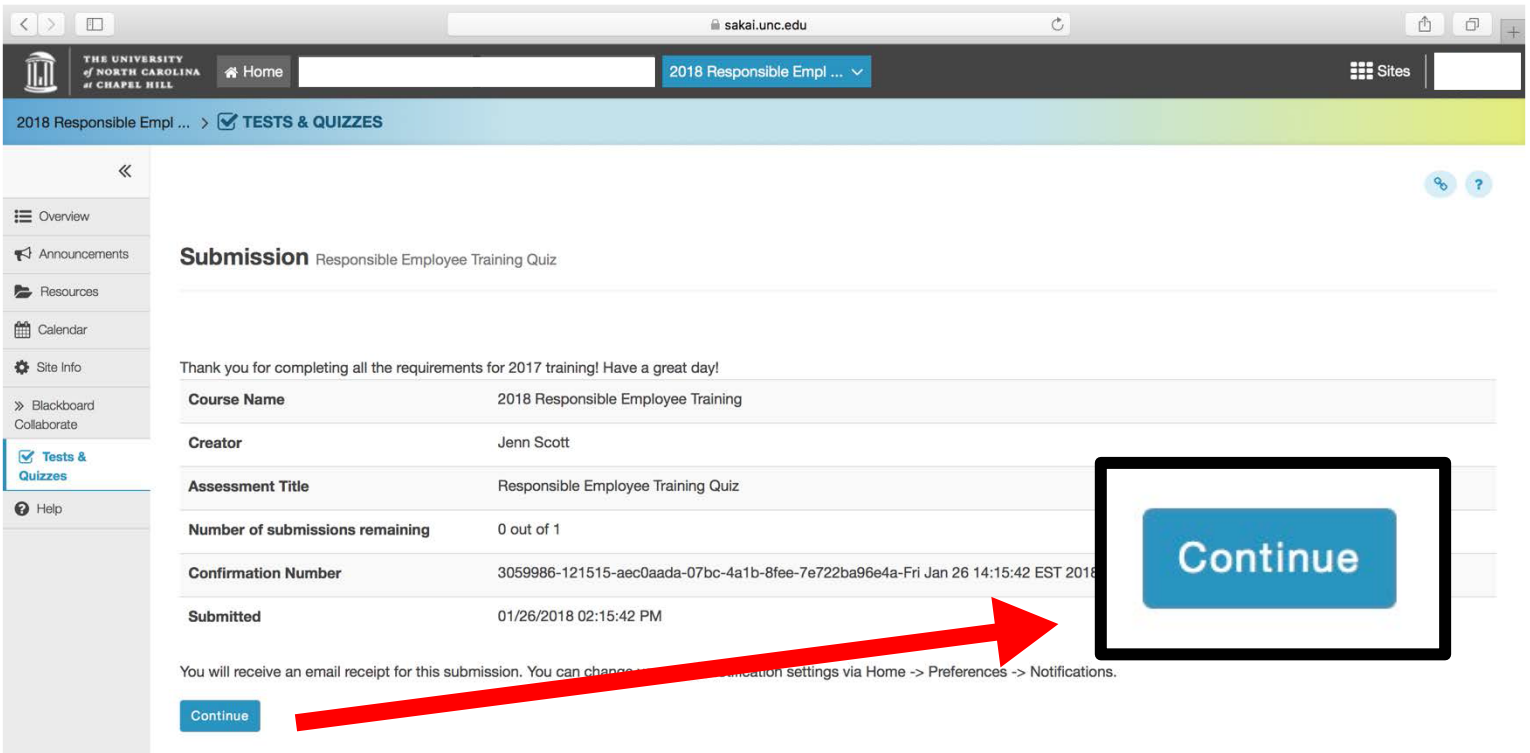
The screenshot shows a web browser window at sakai.unc.edu. The page displays a question: "Making a report as a Responsible Employee results in:" with three radio button options: A. An investigation by law enforcement, B. An outreach from the EOC to the affected individual to ensure safety and well being, and C. A notation in the Responsible Employee's file. Below the question is a "Reset Selection" link. The question is labeled "Question 7 of 7" and is worth "1.0 Points". Below the question is another question: "What information will an affected individual receive when they are contacted by the EOC?" with four radio button options: A. Information about their options for reporting the incident, B. Information about their options for support, C. An invitation to meet with an EOC staff member in person if that's something they'd like to do, and D. All of the above. Below this question is another "Reset Selection" link. At the bottom of the question area, there are three buttons: "Save", "Exit", and "Submit for Grading" (highlighted with a red box). A large red arrow points from the "Submit for Grading" button to a larger, black-bordered "Submit for Grading" button on the right side of the page. The footer of the page includes "Gateway | The Sakai Project", "Powered by Sakai", and copyright information: "Copyright 2003-2018 The Sakai Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen." The page also includes the text: "Sakai @ UNC-Chapel Hill - prod - Sakai 11.2 - Server Imapp2p0 Server Time: Fri, 26 Jan 2018 14:15:03 EST".



12. Click “Submit for Grading” again.



13. Click “Continue.”





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

The screenshot shows the Sakai LMS interface for '2018 Responsible Empl ...'. The left sidebar contains navigation links: Overview, Announcements, Resources, Calendar, Site Info, Blackboard Collaborate, Tests & Quizzes (selected), and Help. The main content area is titled 'Assessments' and includes a 'Take an Assessment' section with the message 'There are currently no assessments available for you to take.' Below this is the 'Submitted Assessments' section, which states: 'You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time submissions, it will be seen under "View All Submissions/Scores".' A table lists the submitted assessments:

Title	Statistics	Recorded Score	Feedback Available	Individual Score
Responsible Employee Training Quiz	n/a	n/a	Immediate Feedback	n/a