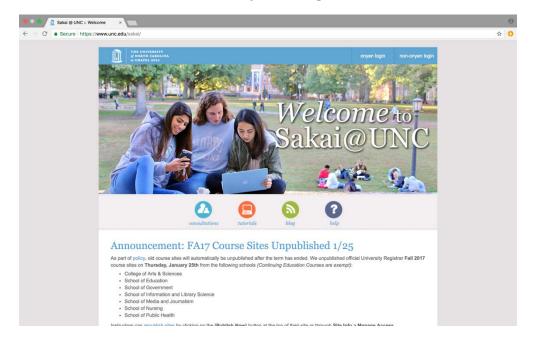
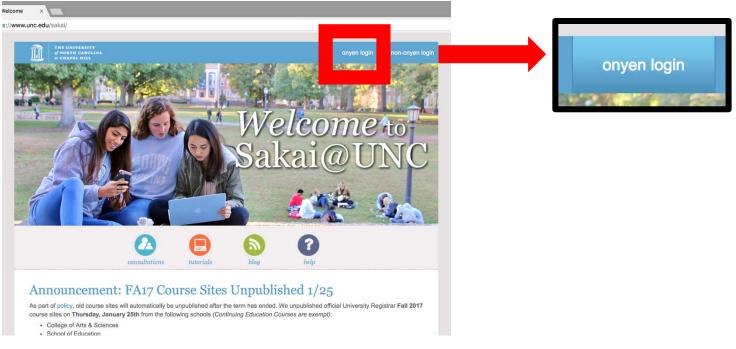


Instructions for Completing 2017-18 Responsible Employee Training

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.

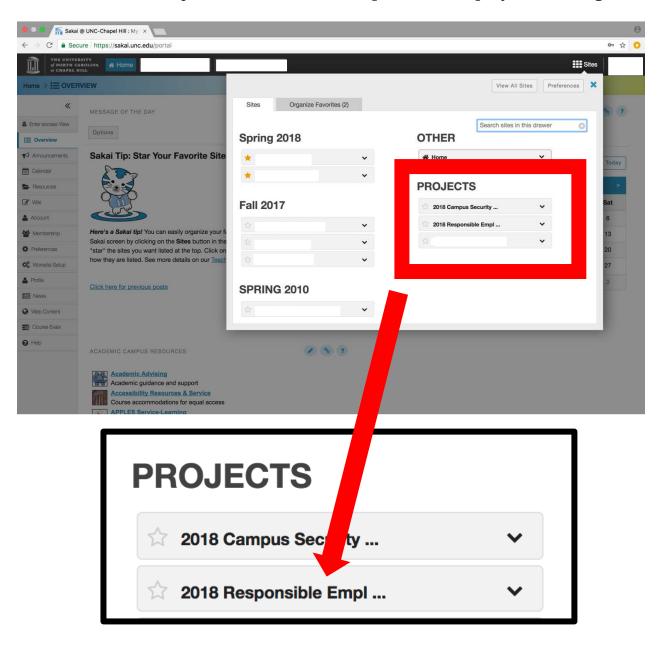
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← → C a Secure https://sso.unc.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=D3CF0C91EFA686509AFC1DE9489E415D?execution=e1s1					
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	Single Sign-On				
	Onyen -or- UNC Guest ID				
	Password				
	Sign in				
	Reset password for Onen UNC Guest ID or get help.				
	Important. To protect your personal information, you must close every instance of this browser that is				
	open on your computer when you log out.				
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4. Click on "Sites" in the upper right corner of your Sakai home page.

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Enter access Vew	Options		Publish (priva	ito)						
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Calendar								Today		
Resources		<			January 2018			>		
Wik	QAP	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 Sakai screen by clicking on the Sites button in the top right corner, next to your name. Simply	7	8	9	10	11	12	13		
Preferences	"star" the sites you want listed at the top. Click on the "Organize Favorites" tab to rearrange	14	15	16	17	18	19	20		
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	з		
News										
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Course Evals										
Help	ACADEMIC CAMPUS RESOURCES									
	Academic Advising Academic guidence and support Accessibility Resources & Service Course accommodations for equal access									



5. Under "Projects," select "2018 Responsible Employee Training."





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

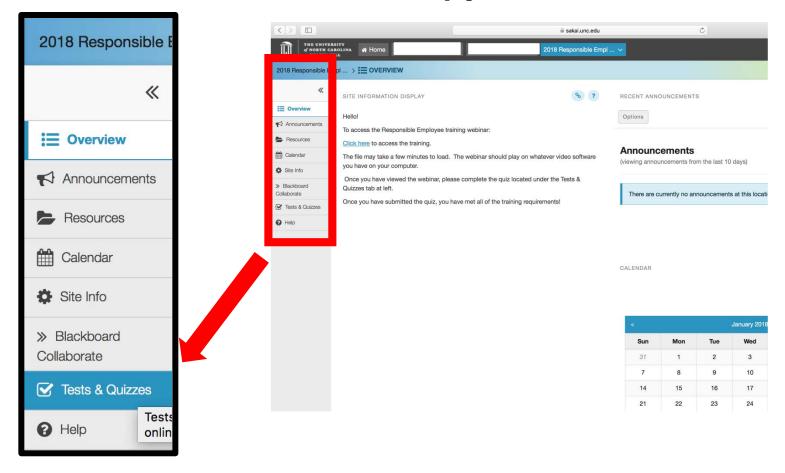
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» Blackboard Collaborate	Quizzes tab at left. Once you have submitted the quiz, ave met all of	the training requirements!	There are currently no announcements at th	is location.
Tests & QuizzesHelp				
	SITE	INFORMATION DISPLAY		
	ello	į		
		cess the Responsible Emp	loyee training webinar:	
	Click	here to access the training		

7. 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."

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✓ Tests & Quizzes			Responsible Employee Training Quiz
Ø Help	View All Submissions/Scores		
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10. When you are ready to begin, click "Begin Assessment."

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✓ Tests & Quizzes	Begin Assessment Cancel			
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11. After you've answered all 7 questions, click "Submit for Grading" at the bottom of the web page.

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	Making a report as a Responsible E A. An investigation by law enfon B. An outreach from the EOC to C. A notation in the Responsible Reset Selection	the affected individual to ensure safety and well being				
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	Copyright		akai are copyrighted by other parties as descrit rod - Sakai 11.2 - Server Imapp2p0 5 Jan 2018 14:15:03 EST	bed in the Acknowledgments screen.		



12. Click "Submit for Grading" again.

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Resources	Click Submit for Grading if you really want to submit for grading. Otherwise, click Previous to return to the previous screen.			
Calendar Calendar	Course Name 2018 Responsible Employee Training			
Site Info	Creator Jenn Scott			
» Blackboard Collaborate	sible Employee Training Quiz			
 Tests & Quizzes 	Submit for Grading	Submit for Grading	2	
1 Help				

13. Click "Continue."

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	Submitted	01/26/2018 02:15:42 PM		
	You will receive an email receipt for this sub	mission. You can change		┛
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14. Click on "Feedback" to see the correct answers to the questions.

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