

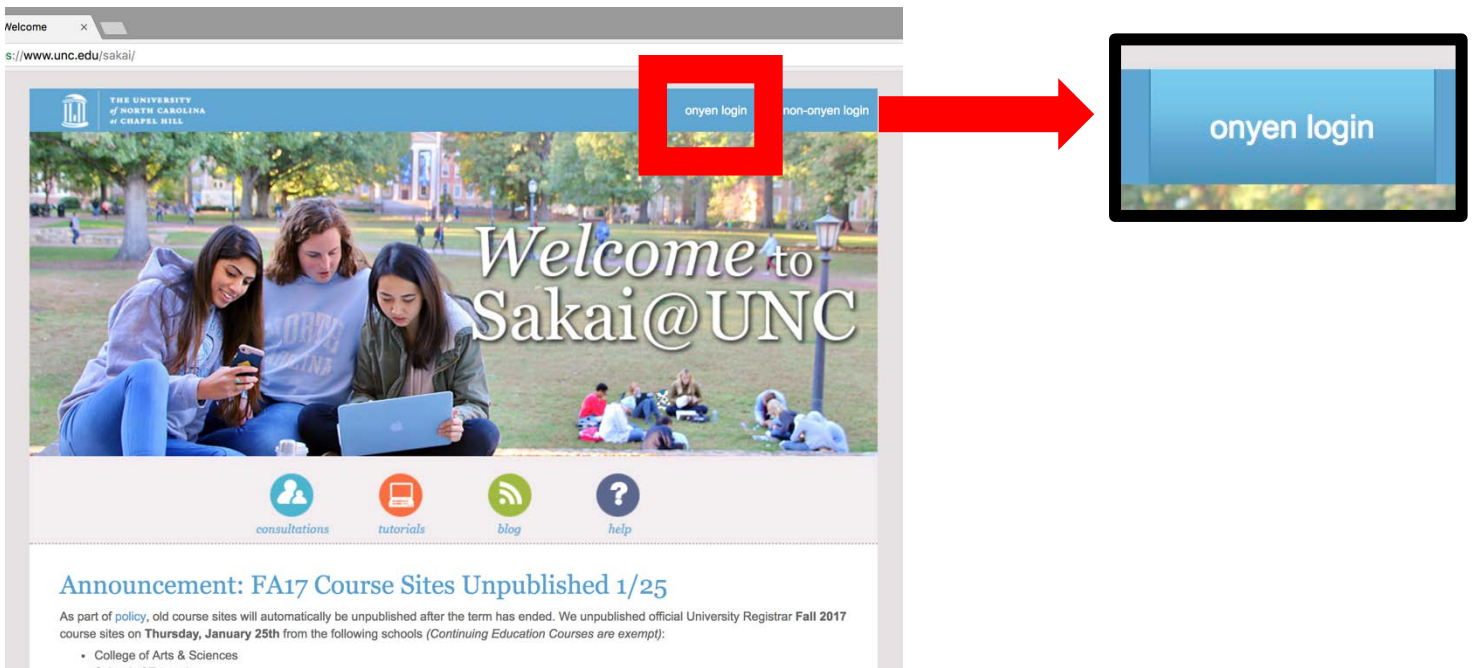


Instructions for Completing 2018-19 Campus Security Authority Training

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

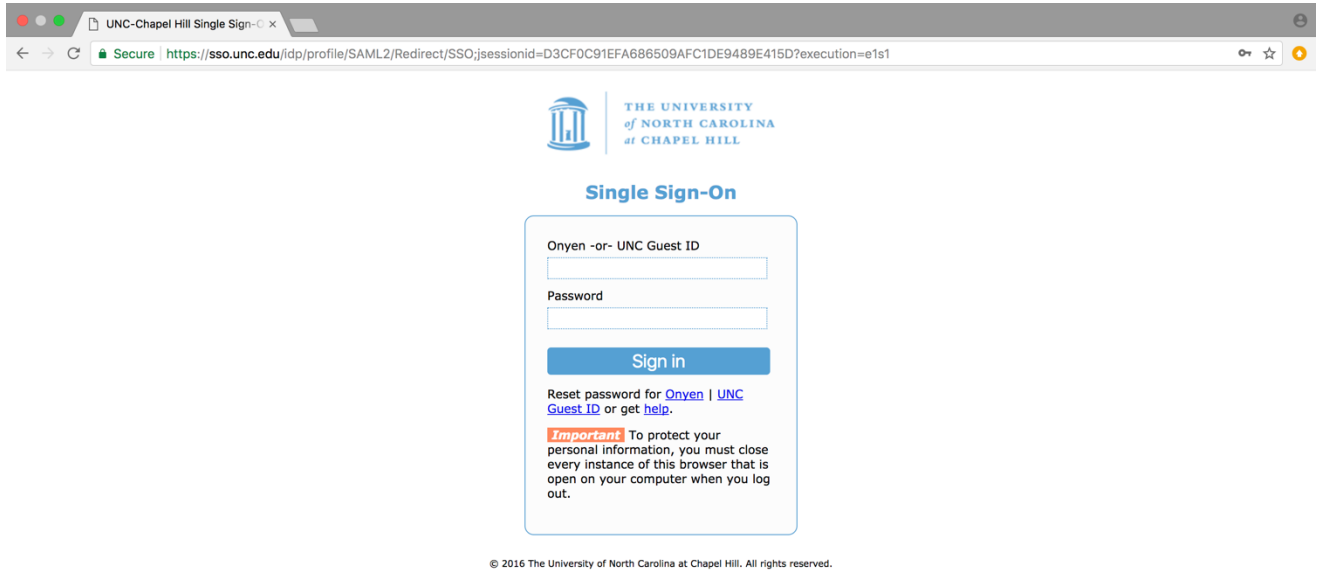


2. Click on “onyen login” in the upper right corner of the web page.

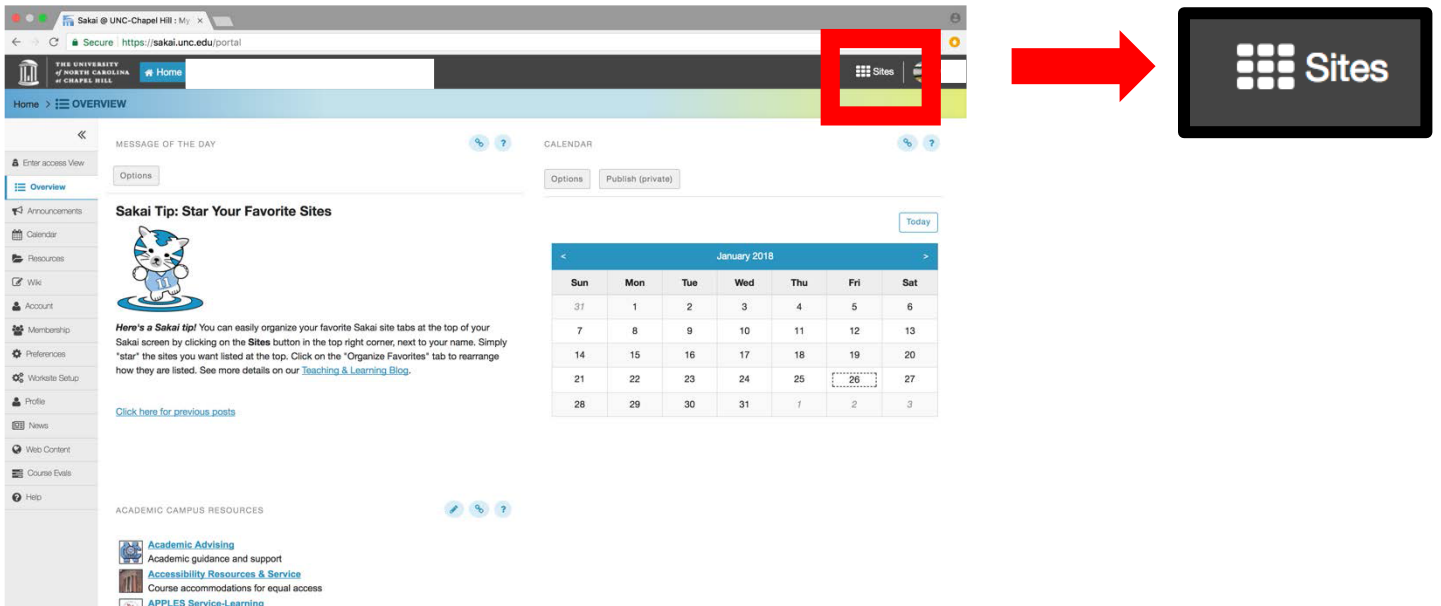




3. Log in with your ONYEN and password.

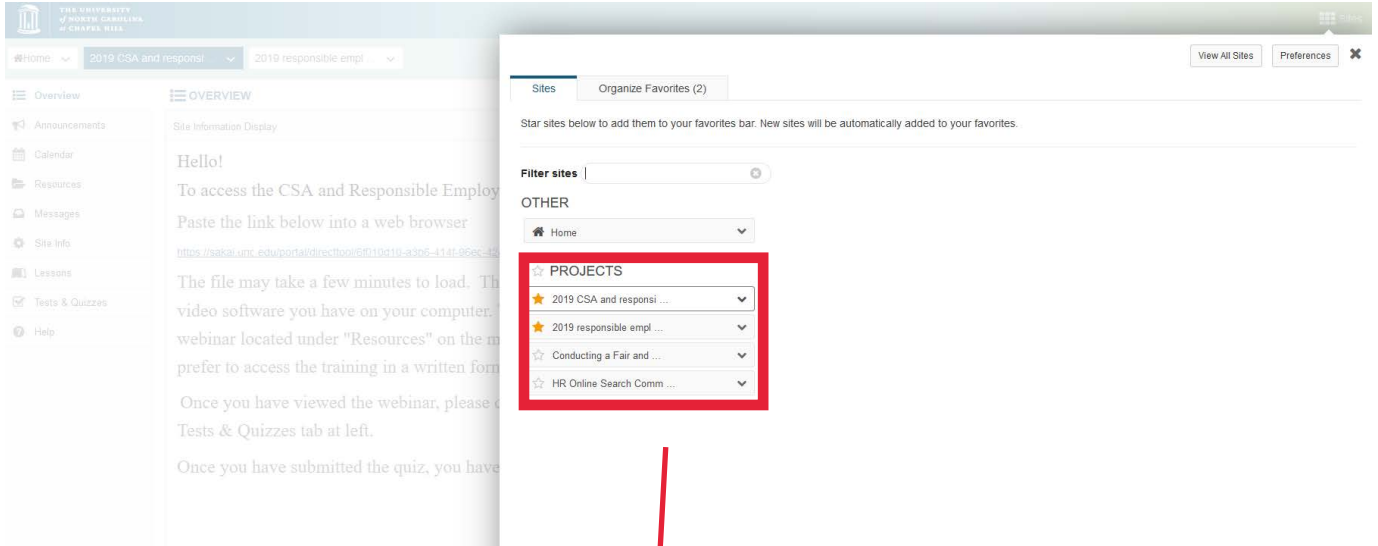


4. Click on “Sites” in the upper right corner of your Sakai home page.



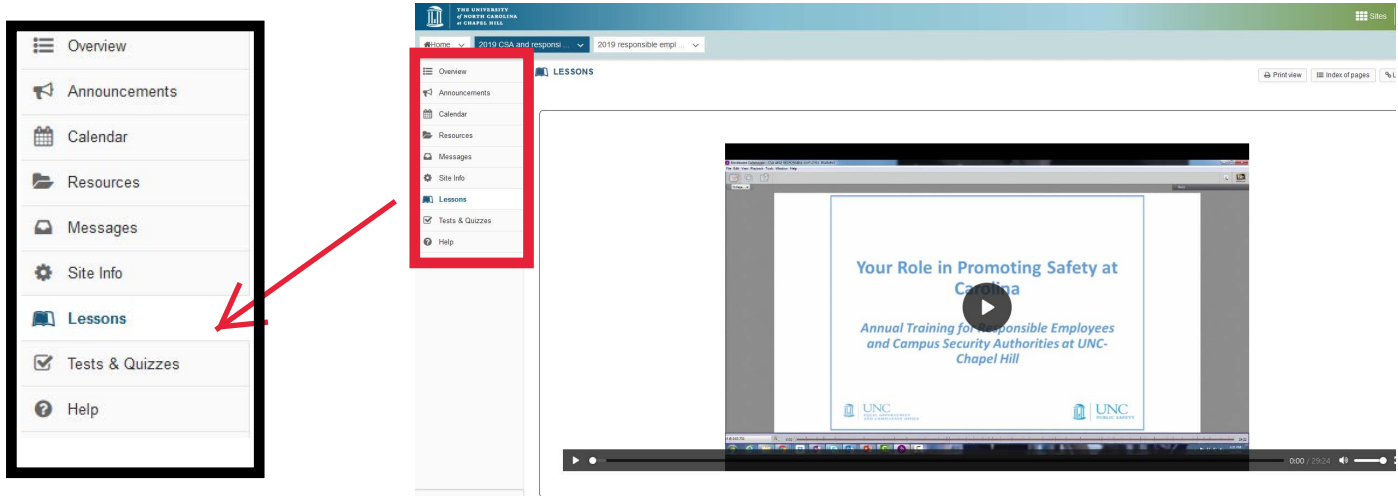


5. Under “Projects,” select “2019 Campus Security Authority & Responsible Employee Training.”

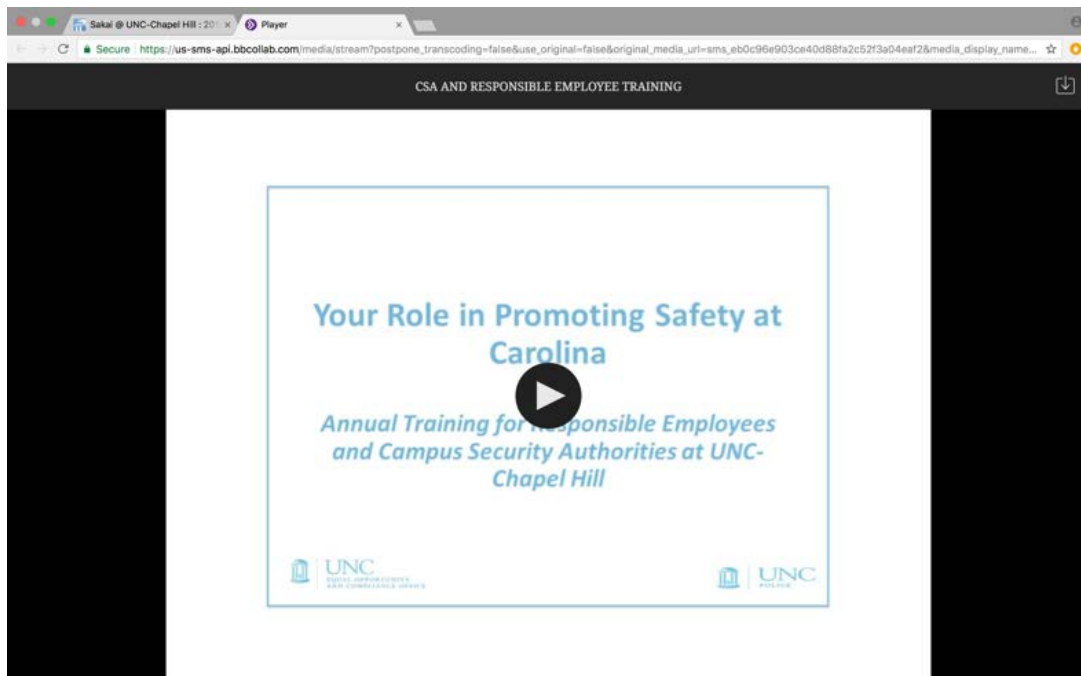




6. To access the training, click on the "lessons" tab.

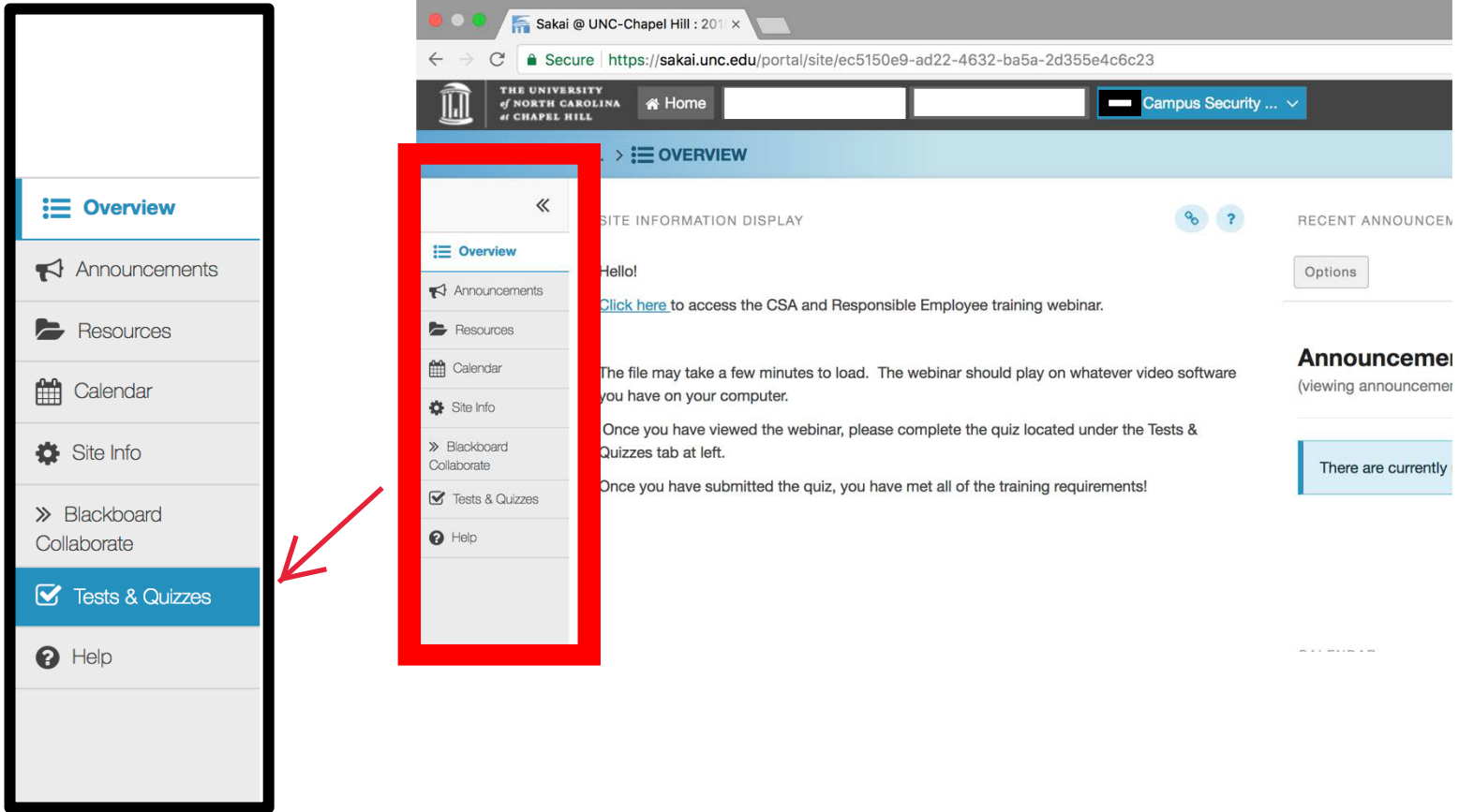


7. Watch this video to complete your CSA training. A quiz will follow.

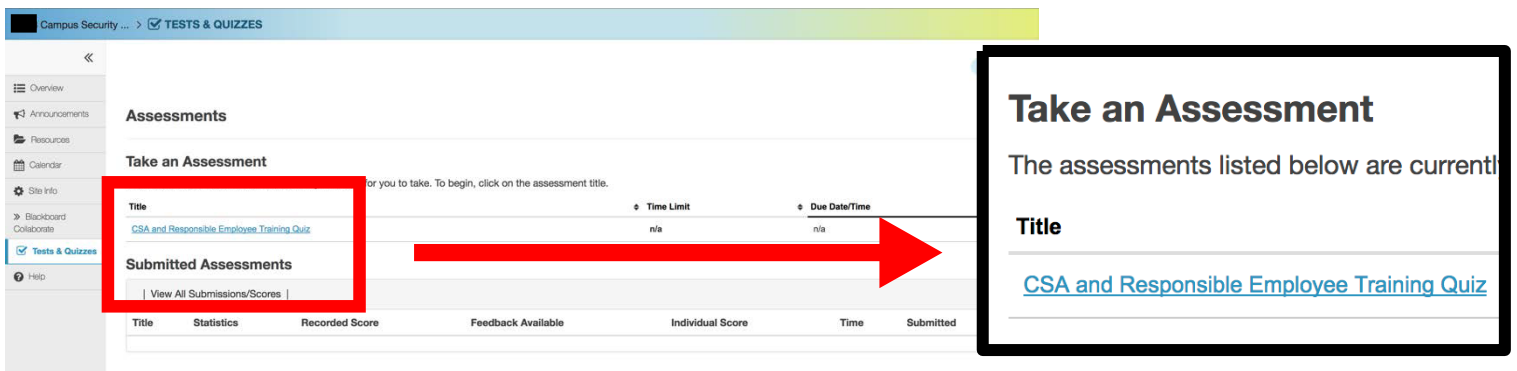




8. To access the quiz, click on “Tests & Quizzes” in the menu on the left side of the web page.

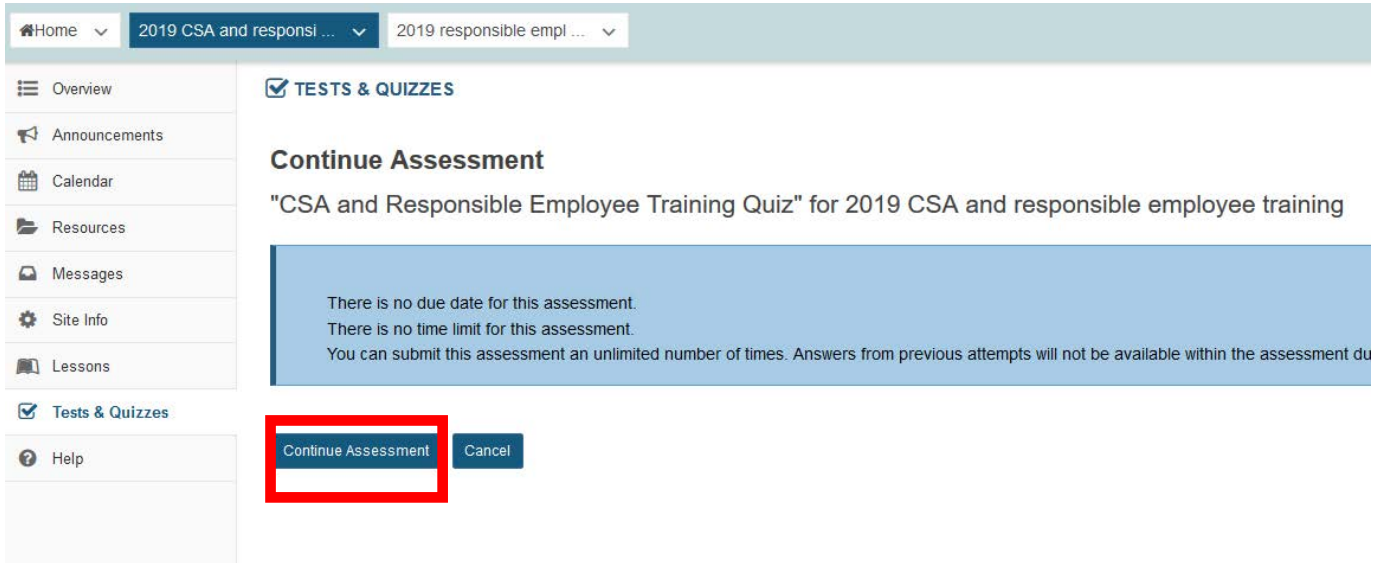


9. Under the heading “Take an Assessment,” click on “CSA and Responsible Employee Training Quiz.”

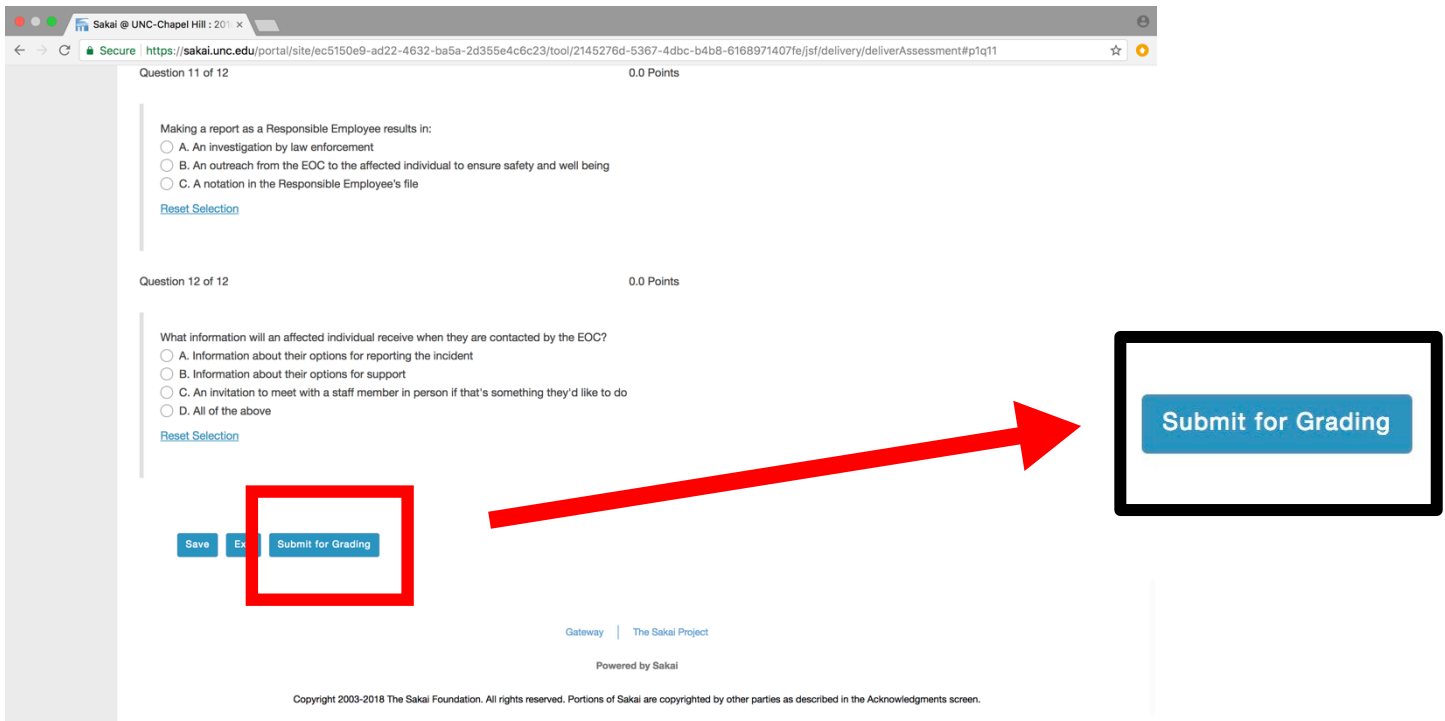




10. When you are ready to begin, click “Begin Assessment.”



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 Blackboard interface for a course. The top navigation bar includes the UNC logo and the text 'THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL'. Below this, there are dropdown menus for 'Home', '2019 CSA and responsi ...', and '2019 responsible empl ...'. A left sidebar contains navigation options: Overview, Announcements, Calendar, Resources, Messages, Site Info, Lessons, Tests & Quizzes (selected), and Help. The main content area is titled 'TESTS & QUIZZES' and features an 'Assessment Submission Warning' box with a yellow warning icon and text: '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 assessment details are listed: Course Name (2019 CSA and responsible employee training), Creator (Elizabeth Hall), and Assessment Title (CSA and Responsible Employee Training Quiz). At the bottom, two buttons are visible: 'Submit for Grading' (highlighted with a red box) and 'Previous'.

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

The screenshot shows the 'Submitted Assessments' section of the Blackboard interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Assessments' and includes a 'Take an Assessment' section with instructions. Below this is a table of 'Submitted Assessments'. The table has columns for Title, Statistics, Recorded Score, Feedback Available, Individual Score, Time, and Submitted. The row for 'CSA and Responsible Employee Training Quiz' shows 'n/a' for Statistics and Recorded Score, 'Immediate' for Feedback Available, 'n/a' for Individual Score, 'n/a' for Time, and '2018-01-26 7:27 AM' for Submitted. A red box highlights the 'Feedback' link in the Feedback Available column.

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