

## Instructions for Completing 2018-19 Responsible Employee Training

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

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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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	THE UNIVERSITY of North Carolina at Chapel Hill				
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	Important. To protect your personal information, you must close every instance of this browser that is one on your computer when you loo				
	out.				
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## 4. Click on "Sites" in the upper right corner of your Sakai home page.

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# 5. Under "Projects," select "2019 Responsible Employee Training."

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



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.

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¢	Site Info	P reip	There is also a transcript of the webinar located under "Resources" on the menu at the left for those who would prefe access the training in a written format. Once you have viewed the webinar, please complete the quiz located under the Tests & Quizzes tab at left.	er to	There are currently no announcements at this location.	
	' Tests & Quizzes		Once you have submitted the quiz, you have met all of the training requirements!			
0	Help					

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





#### 10. When you are ready to begin, click "Begin Assessment."

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Tests & Quizzes	There is no due date for this assessment. There is no time limit for this assessment.
🕜 Help	You can submit this assessment 1 time(s).
	Begin Assessment Cancel

# 11. After you've answered all 7 questions, click "Submit for Grading" at the bottom of the web page.





# 12. Click "Submit for Grading" again.

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Site Info	Course Name						
Tests & Quizzes	Course Name         2019 responsible employee training           Creator         Elizabeth Hall						
Help	Assessment TitleResponsible Employees Training Quiz						
	Submit for Grading						

# 13. Click "Continue."

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🕜 Help	Course Name	2019 responsible employee training
	Creator	Elizabeth Hall
	Assessment Title	Responsible Employees Training Quiz
	Number of submissions remaining	0 out of 1
	Confirmation Number	3834818-159260-9cff50a1-b817-4473-9cec-b40cf9bca94d-Tue Mar 05 12:12:14 EST 2019
	Submitted	03/05/2019 12:12:14 PM
	You will receive an email receipt for this submission. Yo	ou can change your email notification settings via Home $\rightarrow$ Preferences $\rightarrow$ Notifications.



14. Click on "Feedback" to see the correct answers to the questions.

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	View All Submissions/Scores   View Only Recorded Scores							
	Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted	
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