

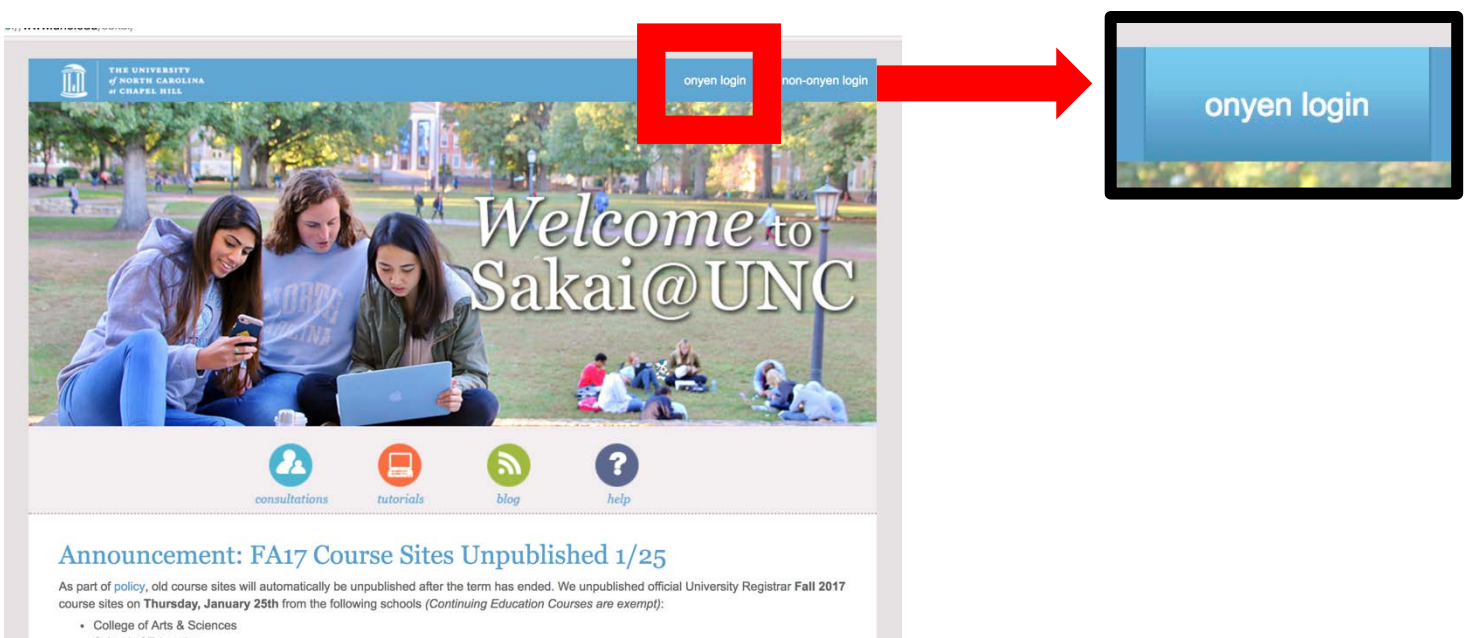


Instructions for Completing 2018-19 Responsible Employee Training

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

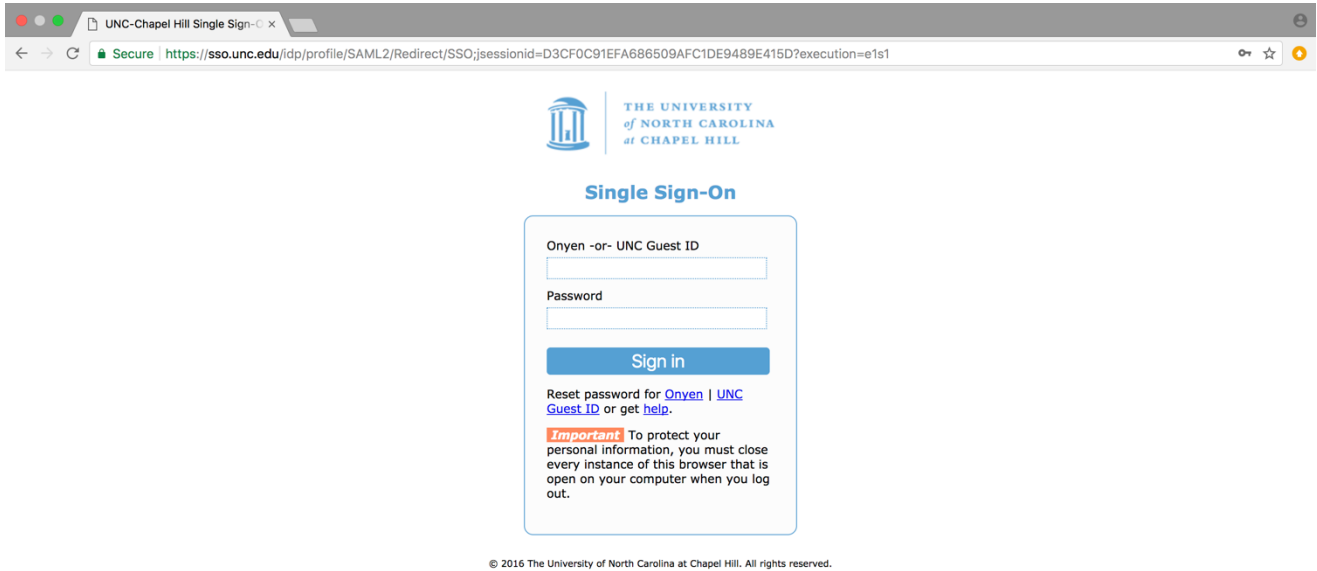


2. Click on “onyen login” in the upper right corner of the web page.

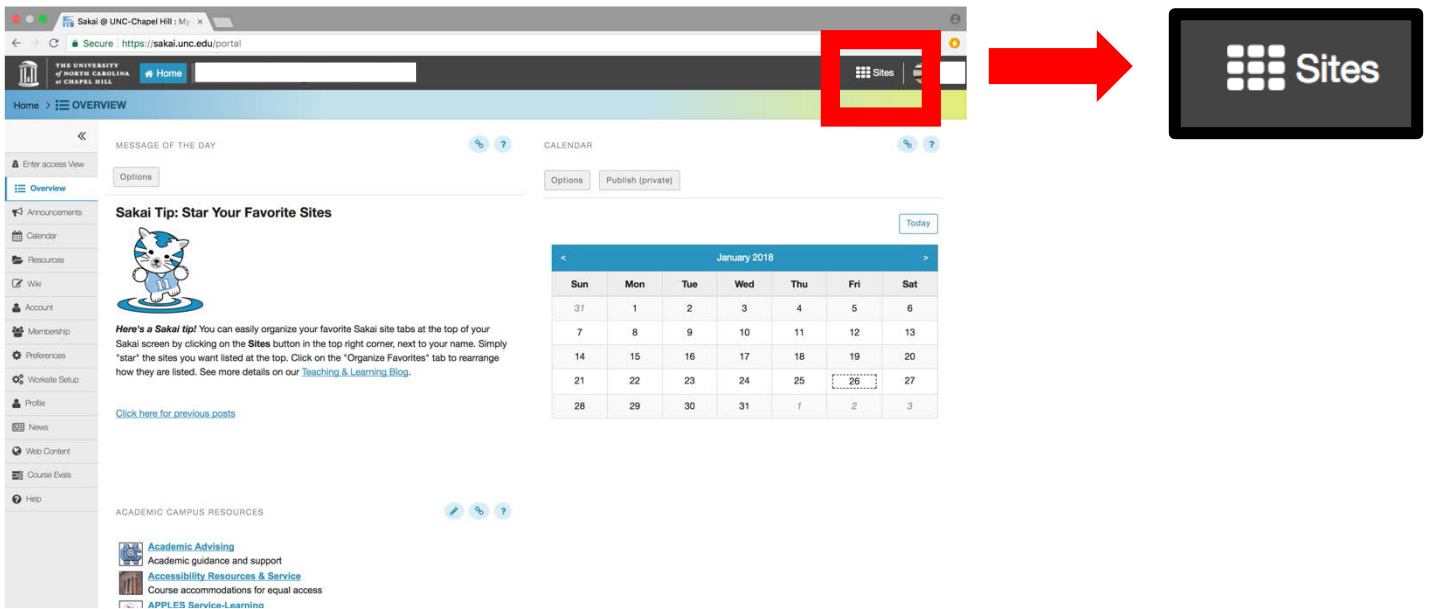




3. Log in with your ONYEN and password.

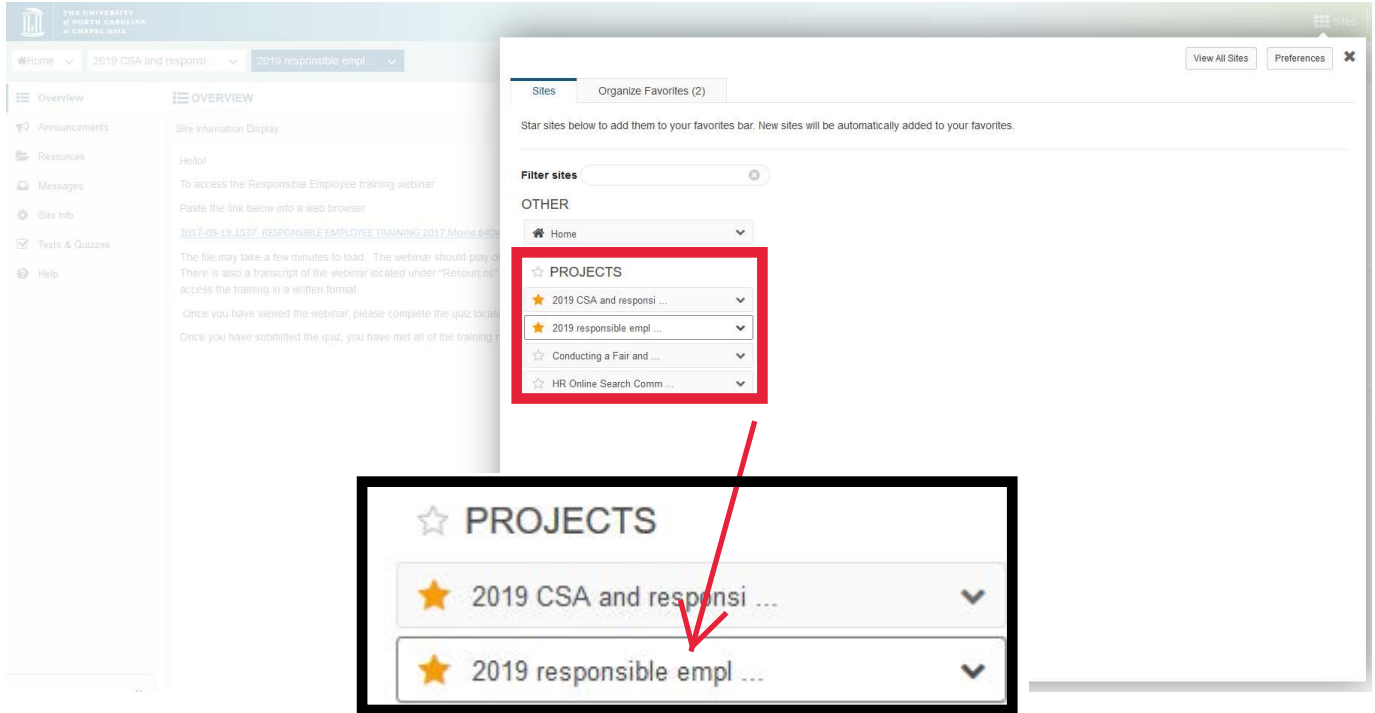


4. Click on “Sites” in the upper right corner of your Sakai home page.



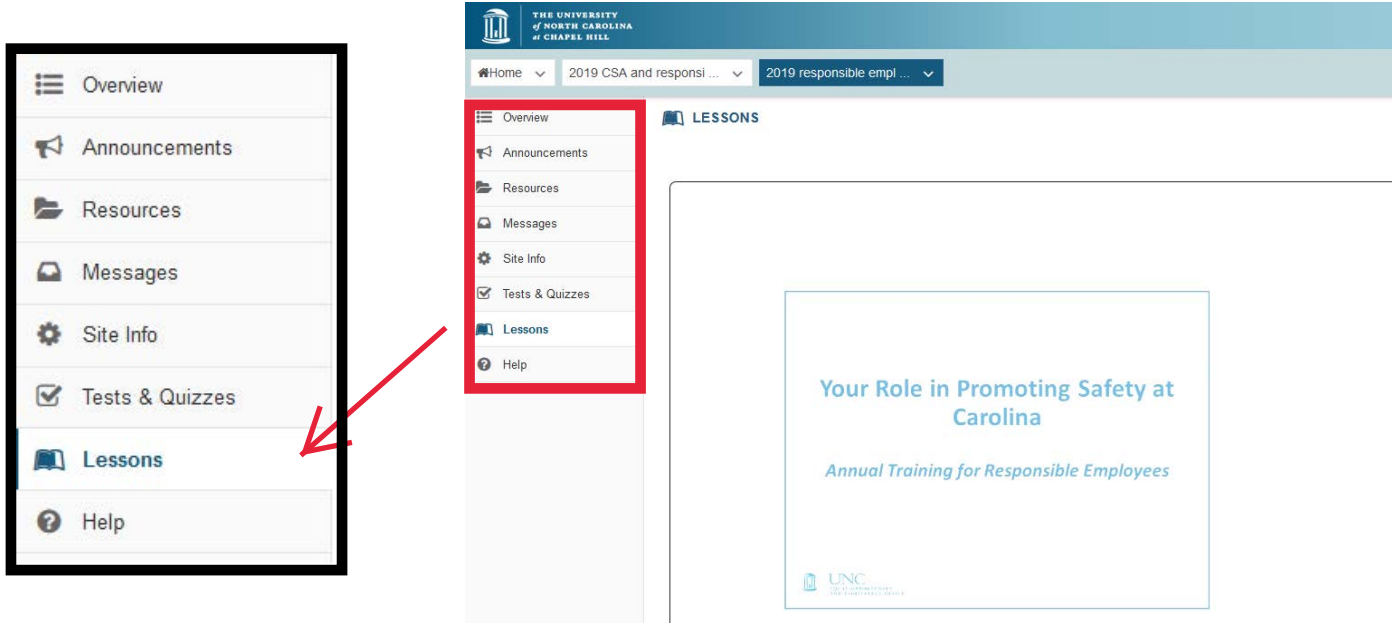


5. Under “Projects,” select “2019 Responsible Employee Training.”

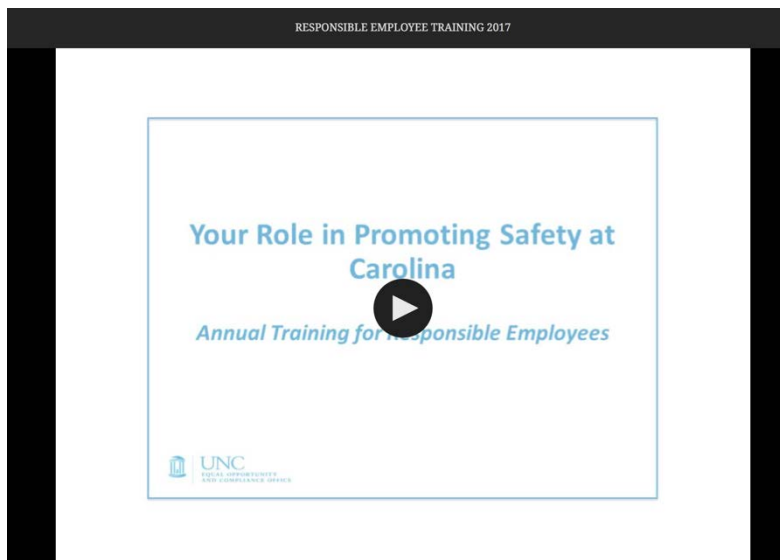




6. To access the training, click on the "lessons" tab.

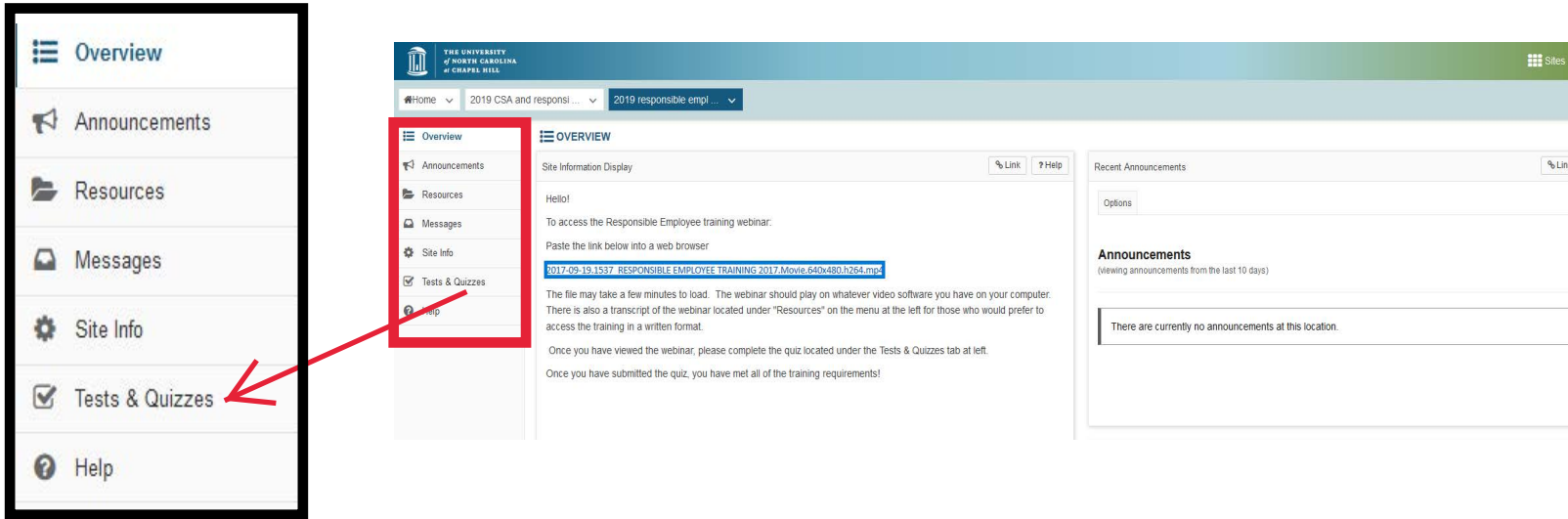


7. Watch this video to complete your Responsible Employee training. A quiz will follow.

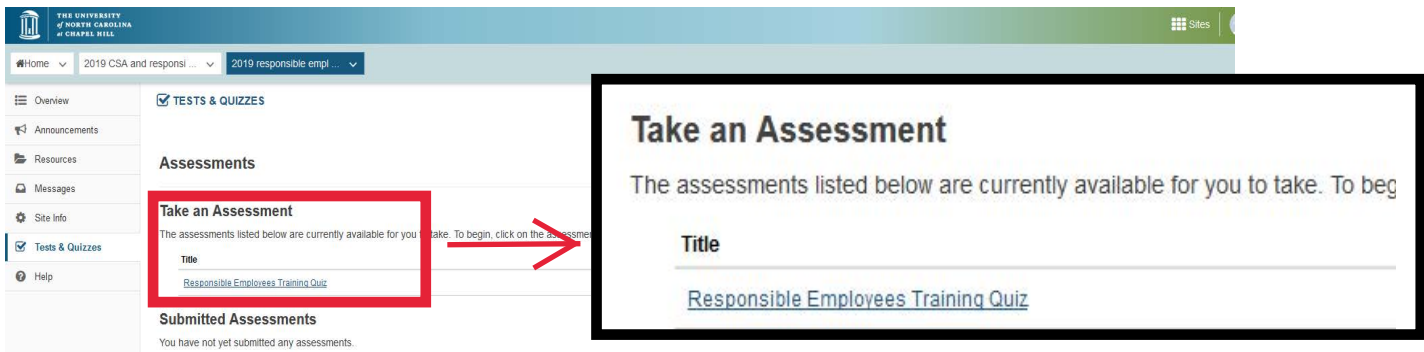




8. To access the quiz, click on “Tests & Quizzes” in the menu on the left side of the web page.



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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Home 2019 CSA and responsi... 2019 responsible empl ...

Overview

Announcements

Resources

Messages

Site Info

Tests & Quizzes

Help

TESTS & QUIZZES

Begin Assessment

"Responsible Employees Training Quiz" for 2019 responsible employee training

There is no due date for this assessment.
There is no time limit for this assessment.
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.

Question 7 of 7 1 Points

What information will an affected individual receive when they are contacted by the EOC?

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

D. All of the above

[Reset Selection](#)

Save Exit Submit for Grading



12. Click “Submit for Grading” again.

The screenshot shows the 'TESTS & QUIZZES' section of the system. A warning message is displayed: 'Assessment Submission Warning' with a yellow triangle icon. The text reads: '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 following information is shown: Course Name: 2019 responsible employee training; Creator: Elizabeth Hall; Assessment Title: Responsible Employees Training Quiz. At the bottom, there are two buttons: 'Submit for Grading' (highlighted with a red box) and 'Previous'.

13. Click “Continue.”

The screenshot shows the 'Submission' page for the 'Responsible Employees Training Quiz'. It includes a confirmation message: 'Thank you for completing all the requirements for 2017 training! Have a great day!'. Below this, a table displays submission details: 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 (3834818-159260-9c5f50a1-b817-4473-9cec-b40cfbca94d-Tue Mar 05 12:12:14 EST 2019), and Submitted (03/05/2019 12:12:14 PM). At the bottom, a note states: 'You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.' A 'Continue' button is highlighted with a red box.



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

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Home | 2019 CSA and responsi... | 2019 responsible empl...

Overview | Announcements | Resources | Messages | Site Info | **Tests & Quizzes** | Help

TESTS & QUIZZES [Link](#) [Help](#)

Assessments

Take an Assessment
There are currently no assessments available for you to take.

Submitted Assessments
You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

[View All Submissions/Scores](#) | [View Only Recorded Scores](#)

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Responsible Employees Training Quiz	n/a	n/a	Immediate Feedback	n/a	n/a	2019-03-05 12:12 PM