



Instructions for Completing 2019-20 Responsible Employee Training

1. If you accessed this training directly from the Sakai email, click on the “Overview” tab and move to Step 7.

Dear Faculty or Staff Member:

You have been designated a **Responsible Employee** based on your position at Carolina. Positions that are designated as Responsible Employees are identified through a joint effort between the Equal Opportunity and Compliance Office (EOC) and human resources representatives.

In the role of Responsible Employee, you are required to report certain incidents of prohibited conduct to the University:

- Responsible Employees are required by the University’s [Policy on Prohibited Discrimination, Harassment and Related Misconduct](#) and federal law to report any incidents of discrimination or harassment based on any protected status; sexual violence; interpersonal violence; and stalking to the EOC.

Reporting information about these types of conduct allows the University to meet federal requirements, as well as provide timely support and a consistent response to incidents that impact members of our campus community.

To help you understand your responsibilities as a Responsible Employee, the University has developed a Web-based training program that can be accessed from <https://sakai.unc.edu/welcome/> using your ONYEN and password. More information about how to access the training is available [here](#). This training is **required annually** for all Responsible Employees.

We ask that you complete the training no later than Tuesday, March 31, 2020.

If you have questions, would like to complete the training in person, or would like to arrange an in-person training session for Responsible Employees in your department/unit, contact the EOC at csa.re@unc.edu or (919) 966-3576. If you have questions about how to respond to students or fellow employees who disclose reportable conduct to you, that will be covered in detail in the EOC’s forthcoming Harassment and Discrimination Prevention online training module, which will be sent to all employees. The Title IX portion of the training module includes an interactive exercise to help prepare you for how to respond to a disclosure. [#E21](#)

For more information about the University’s [Policy on Prohibited Discrimination, Harassment and Related Misconduct](#), related federal law, and requirements for the University to identify and train Responsible Employees, visit eoc.unc.edu/responsibleemployees.

Thank you for completing the training and for partnering with us to help keep our Carolina community safe and welcoming for all.

Sincerely,

Brandon Washington

Adrienne Allison

Interim Associate Vice Chancellor

Overview

OVERVIEW

Equal Opportunity & Compliance C

Announcements

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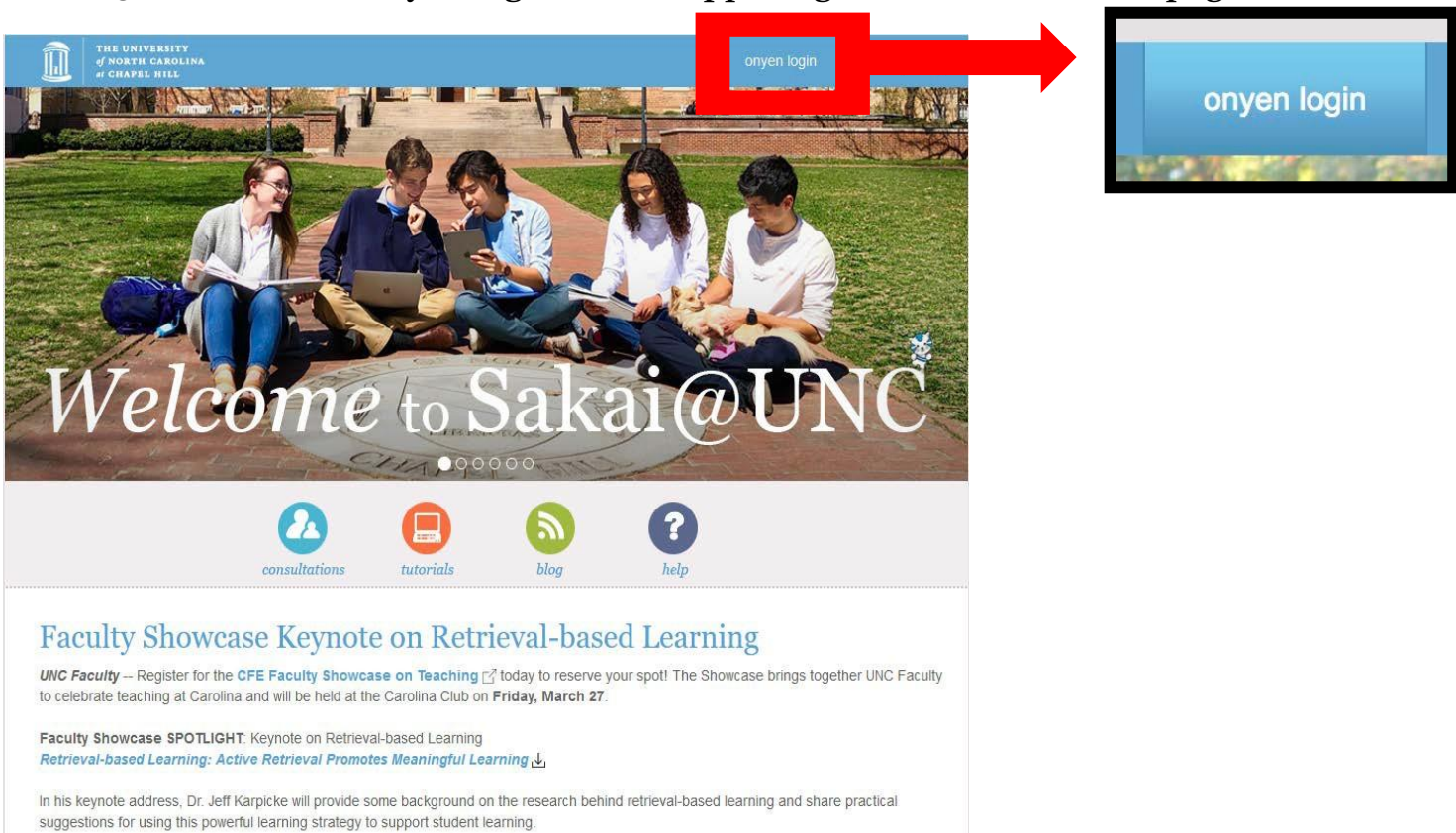




2. If you prefer not to access the training directly from the Sakai email, go to Sakai@UNC by visiting sakai.unc.edu/welcome

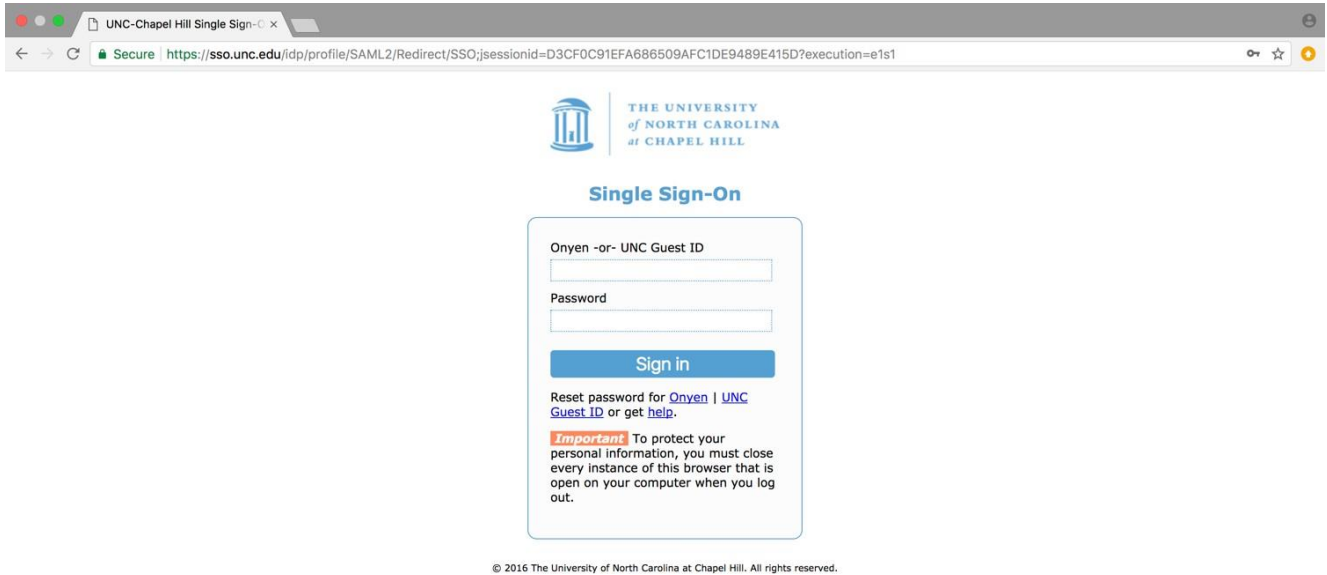


3. Click on “onyen login” in the upper right corner of the web page.

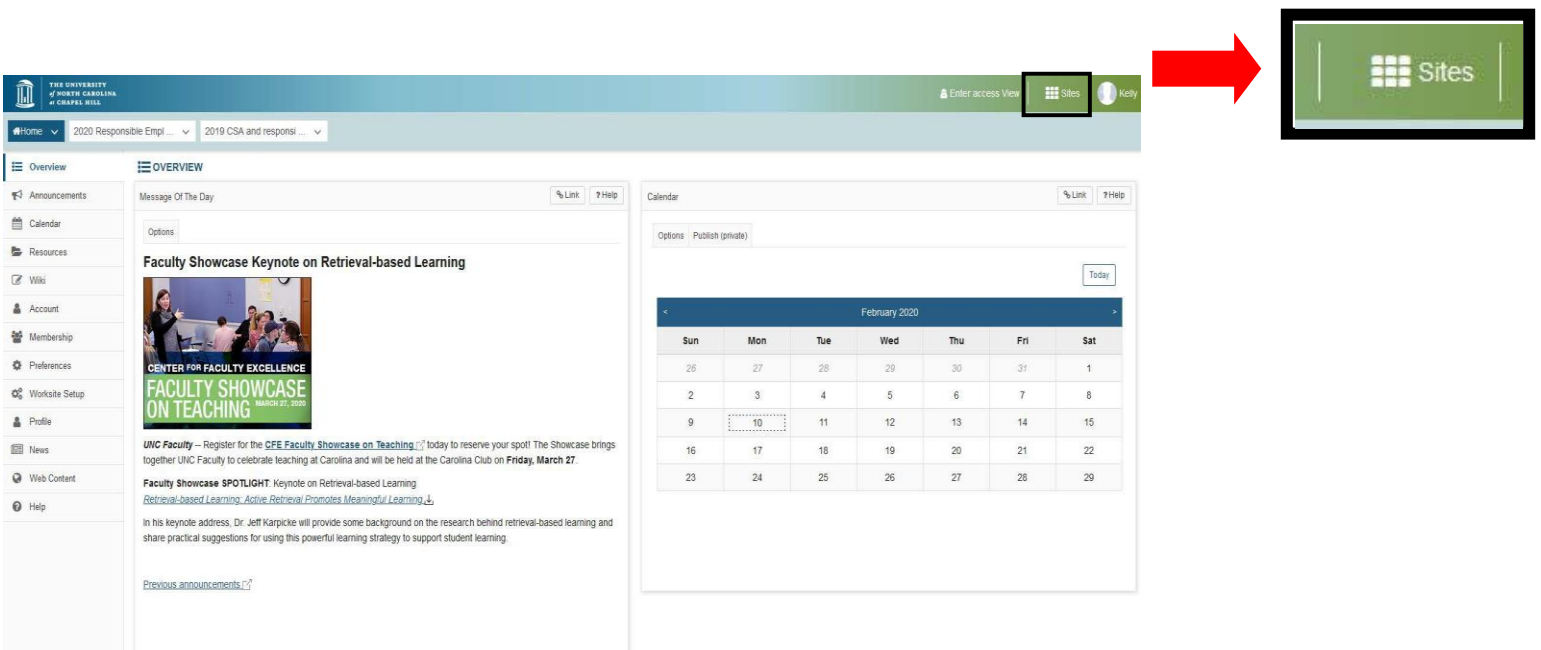




4. Log in with your ONYEN and password.

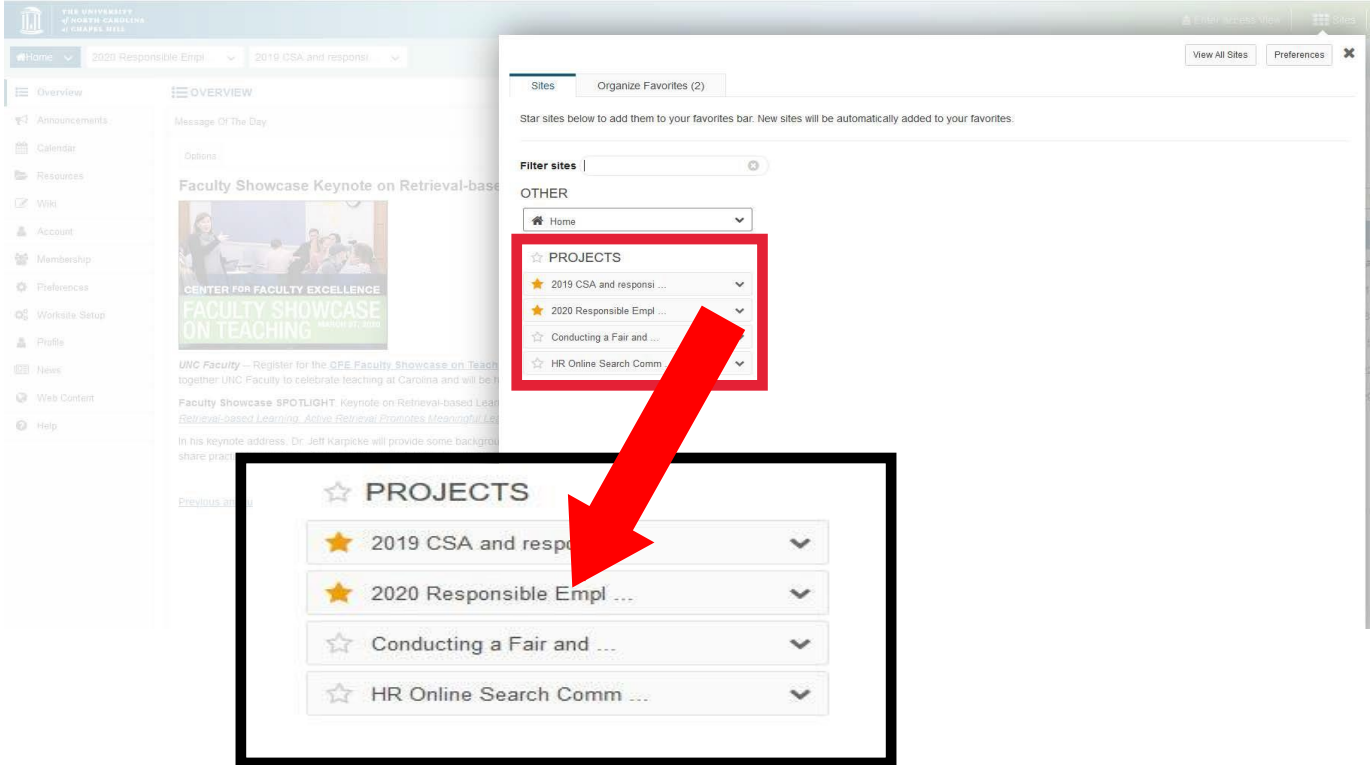


5. Click on “Sites” in the upper right corner of your Sakai home page.









6. Under “Projects,” select “2020 Responsible Employee Training.”






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

OVERVIEW

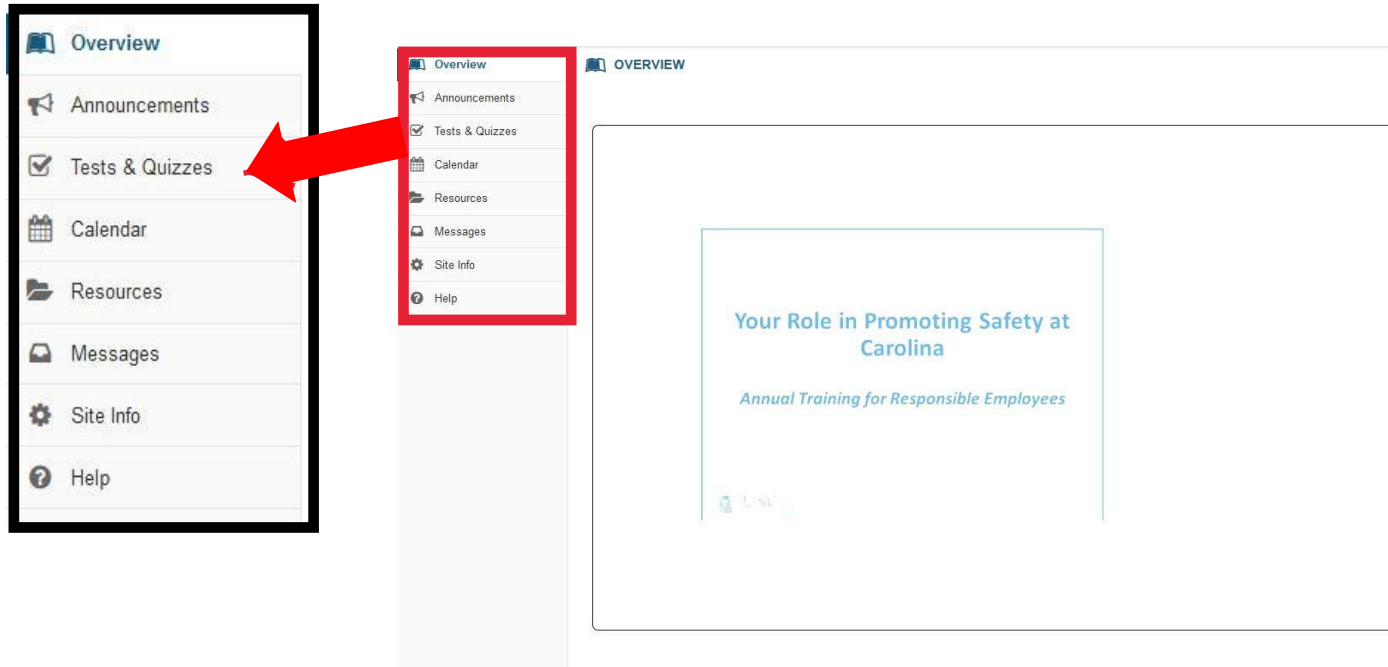
**Your Role in Promoting Safety at
Carolina**

Annual Training for Responsible Employees

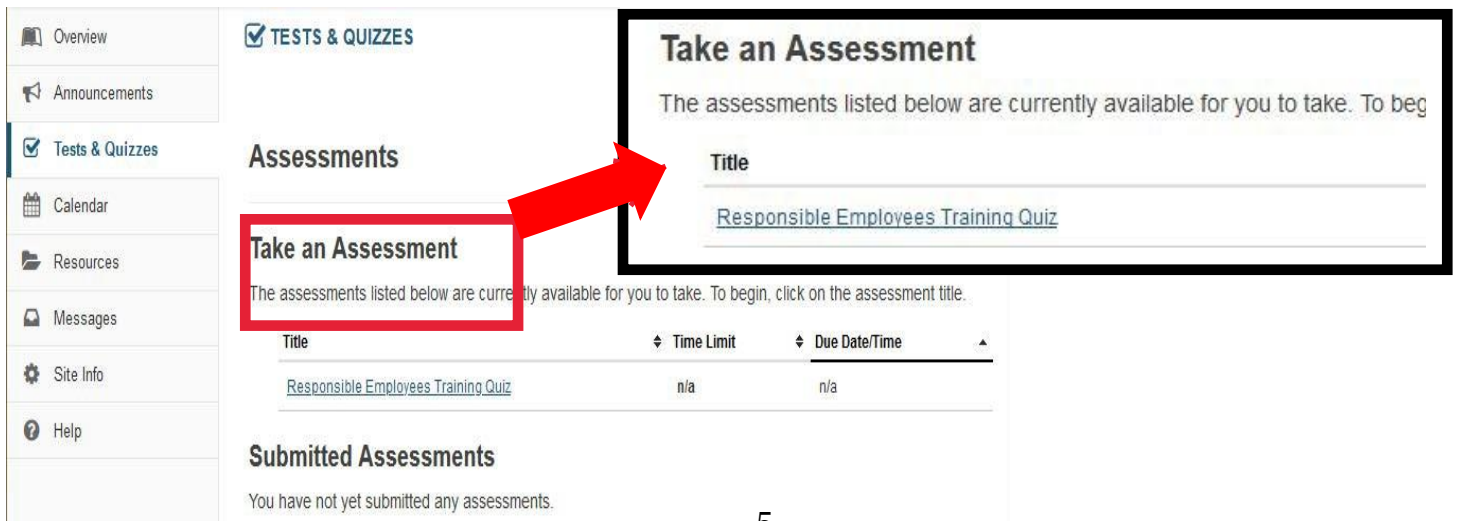
 **UNC**
EQUAL OPPORTUNITY
AND COMPLIANCE OFFICE



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 interface for 'TESTS & QUIZZES'. On the left is a navigation menu with options: Overview, Announcements, Tests & Quizzes (selected), Calendar, Resources, Messages, Site Info, and Help. The main content area is titled 'Begin Assessment' and contains the text: '“Responsible Employees Training Quiz” for 2020 Responsible Employee Training'. Below this is a blue box with the following 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 area are two buttons: 'Begin Assessment' (highlighted with a red border) 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 quiz question interface. At the top left, it says 'Question 7 of 7' and at the top right, '1 Points'. The question text is: 'What information will an affected individual receive when they are contacted by the EOC?'. Below the question are 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 the options is a link that says 'Reset Selection'. At the bottom of the page are three buttons: 'Save', 'Exit', and 'Submit for Grading' (highlighted with a red border).



12. Click “Submit for Grading” again.

The screenshot shows a navigation menu on the left with 'Tests & Quizzes' selected. The main content area is titled 'TESTS & QUIZZES' and features a warning box with a yellow triangle icon. The warning 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 displayed: Course Name: 2020 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 border) 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, the following submission details are listed: Course Name: 2020 Responsible Employee Training; Creator: Elizabeth Hall; Assessment Title: Responsible Employees Training Quiz; Number of submissions remaining: 0 out of 1; Confirmation Number: 4492522-181061-9cff50a1-b817-4473-9cec-b40cf9bca94d-Mon Feb 10 10:35:44 EST 2020; Submitted: 02/10/2020 10:35:44 AM. At the bottom, there is a note: 'You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.' and a 'Continue' button (highlighted with a red border).



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

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TESTS & QUIZZES

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	2020-02-10 10:35 AM