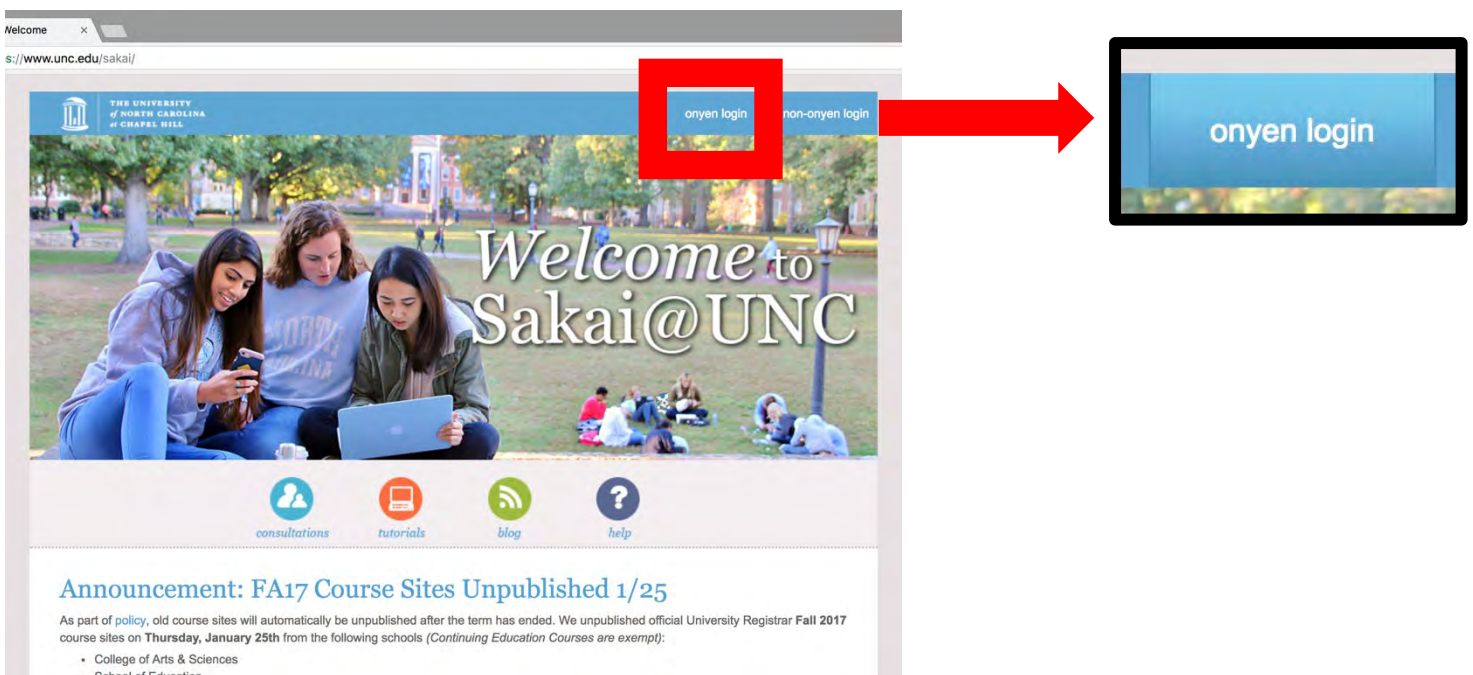


# Instructions for Completing 2020 Campus Security Authority Training

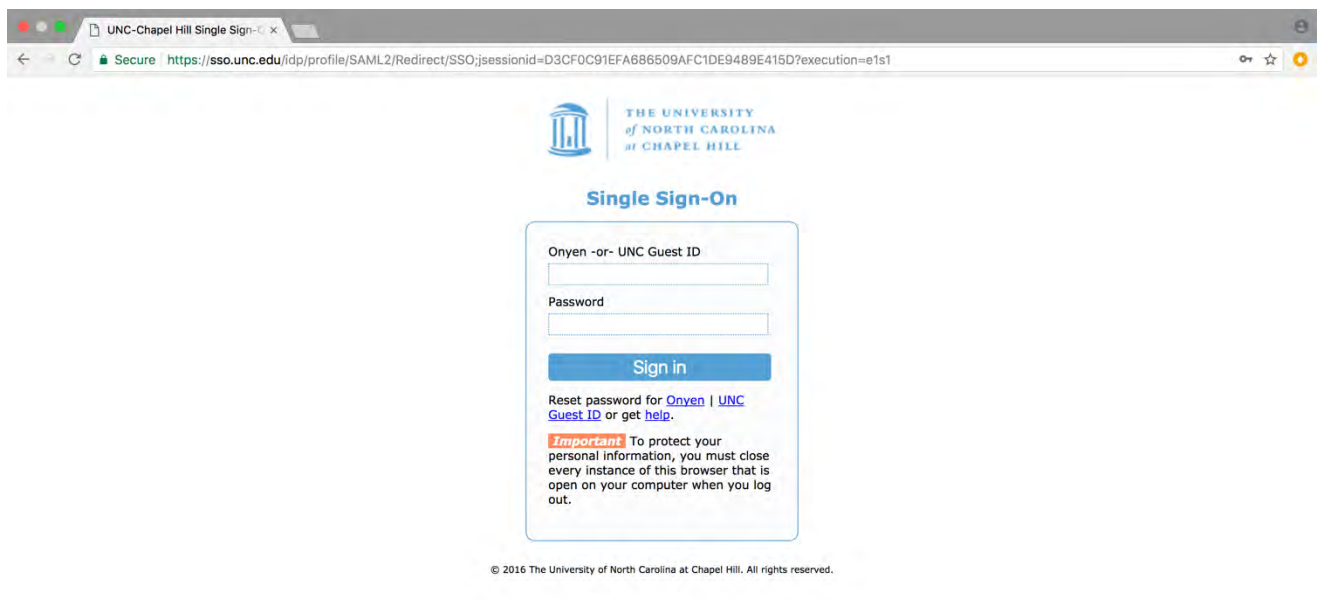
1. Go to Sakai@UNC by visiting [www.unc.edu/sakai](https://www.unc.edu/sakai).



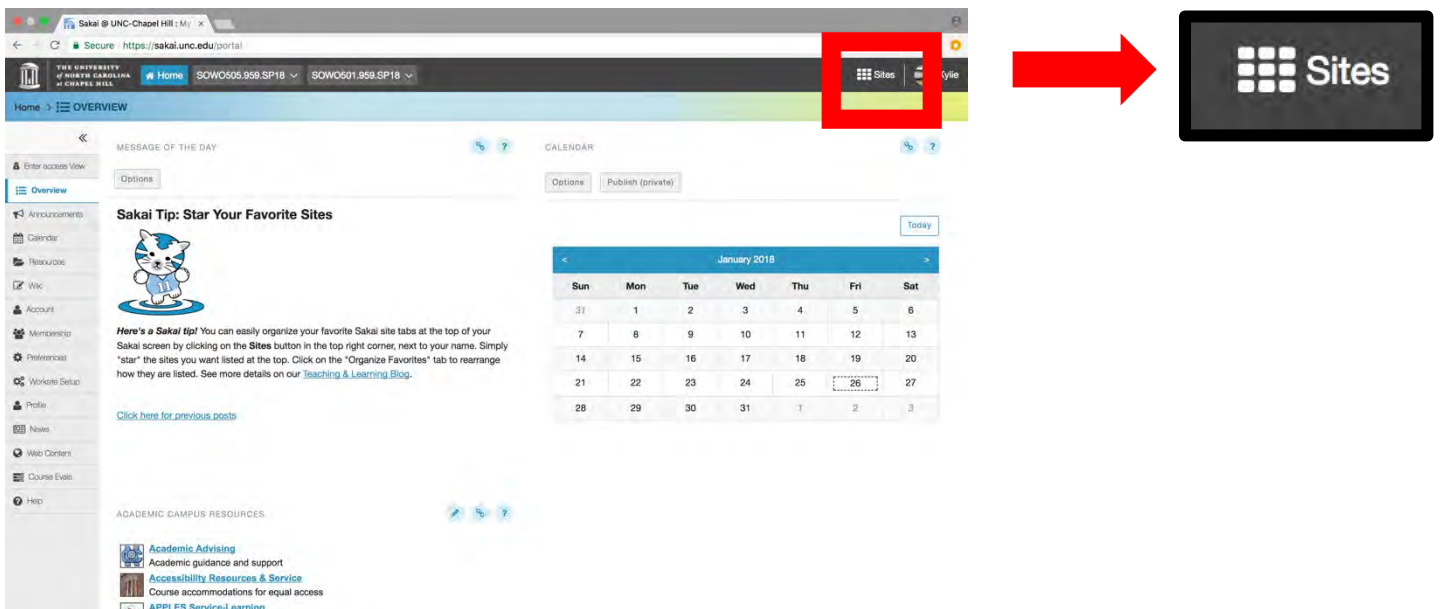
2. Click on "onyen login" in the upper right corner of the web page.



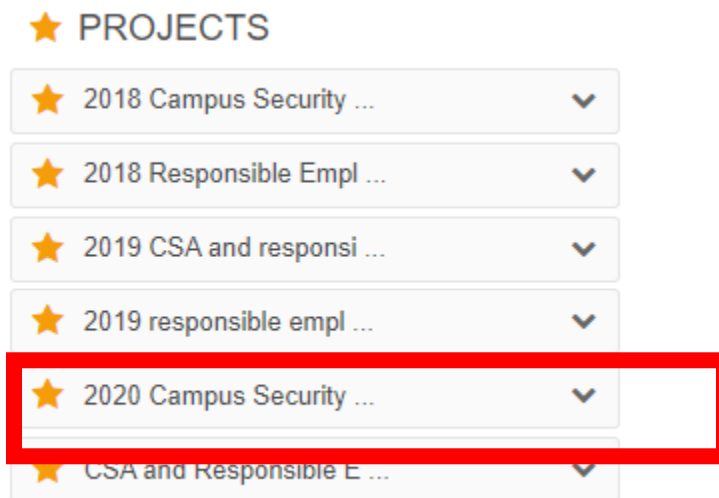
### 3. Log in with your ONYEN and password.



### 4. Click on "Sites" in the upper right corner of your Sakai home page.



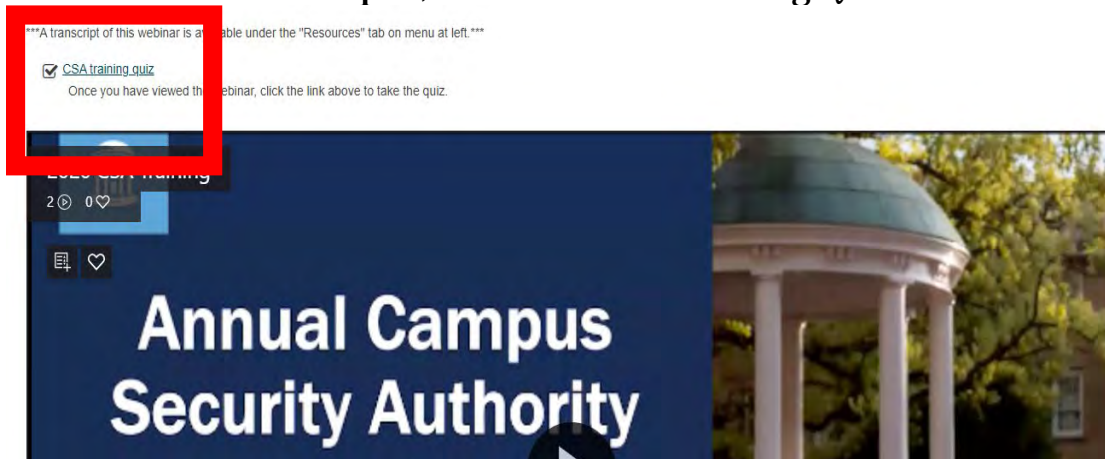
5. Under “Projects,” select “2020 Campus Security Authority Training.”



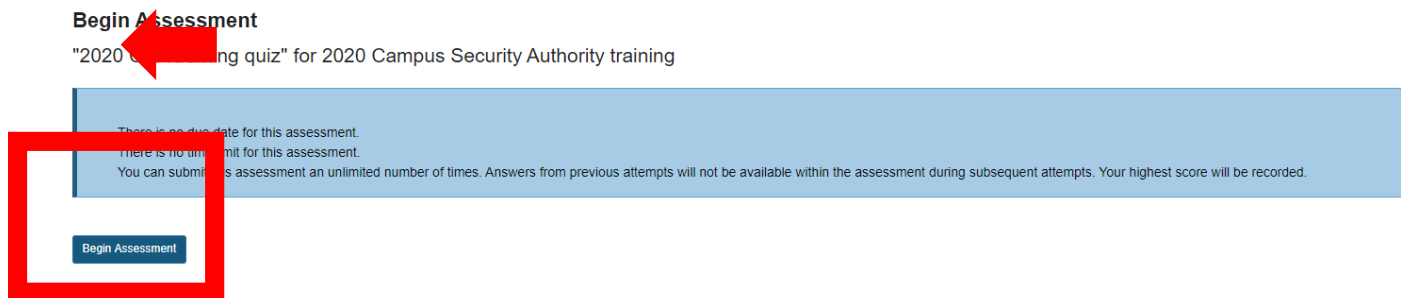
6. To access the training, click the play icon on the webinar



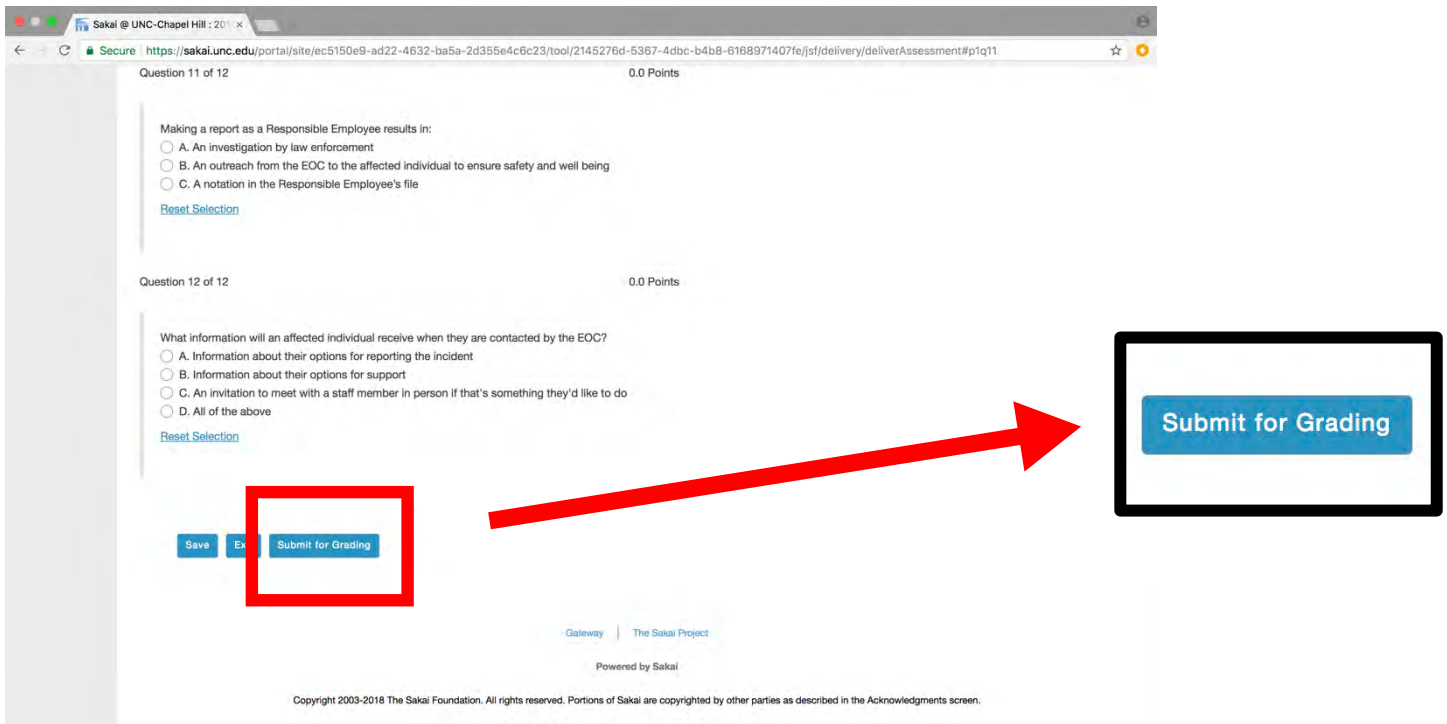
7. To access the quiz, click on “CSA Training Quiz” above the webinar.



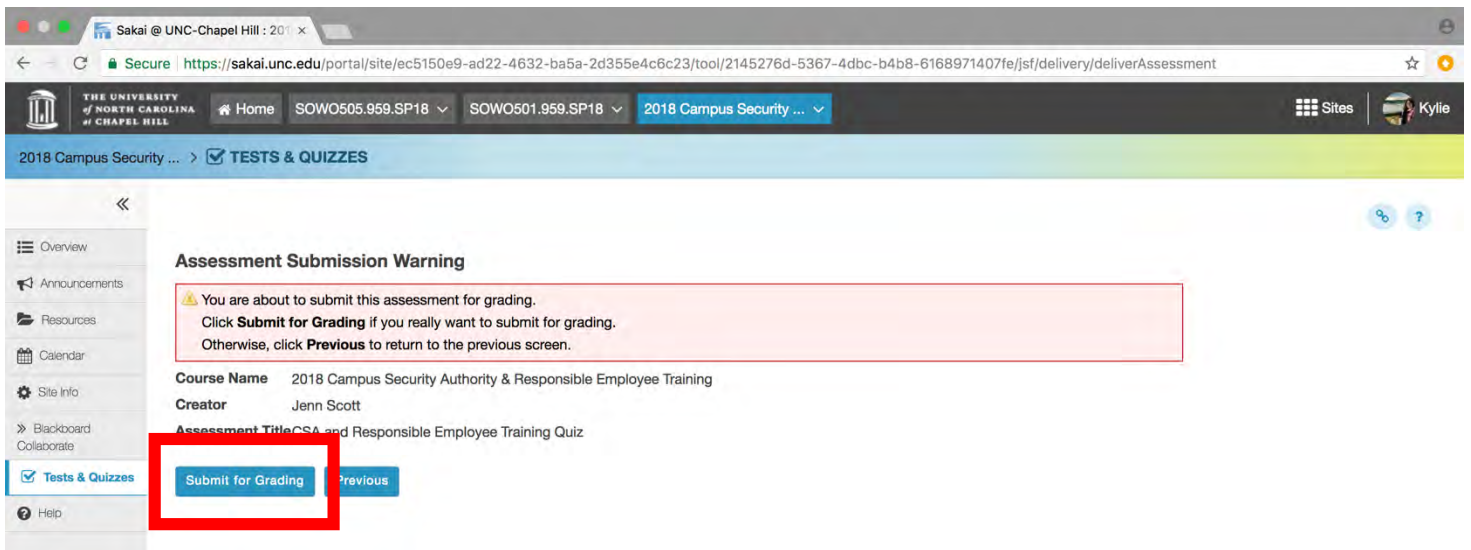
8. When you are ready to begin, click “Begin Assessment.”



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



10. Click "Submit for Grading" again.



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

The screenshot displays the Sakai LMS interface for a user named Kyle. The page title is "2018 Campus Security... TESTS & QUIZZES". The main content area is titled "Assessments" and includes a "Take an Assessment" section with a table of available assessments. Below that is a "Submitted Assessments" section with a table of completed assessments. The table for "Submitted Assessments" has the following data:

| Title                                      | Statistics | Recorded Score | Feedback Available                    | Individual Score | Time | Submitted          |
|--|------------|----------------|---------------------------------------|------------------|------|--------------------|
| CSA and Responsible Employee Training Quiz | n/a        | n/a            | Immediate<br><a href="#">Feedback</a> | n/a              | n/a  | 2018-01-26 7:27 AM |

A red box highlights the "Feedback" link in the "Submitted Assessments" table. Below the table, a blue button labeled "Submit for Grading" is visible.