

## Directions for Accessing and Completing Your Annual, Mandatory Training on the Sexual Discrimination and Sexual Misconduct Policy AND Protection of Minors Policy (D2L Training Modules)

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### **PLEASE READ THIS DOCUMENT IN ITS ENTIRETY BEFORE CONTACTING THE SOCIAL EQUITY and TITLE IX OFFICE.**

**We appreciate your cooperation and patience as we offer this new (easier and shorter!) training option.**

- 1. Find and enter D2L** – You can do this in one of three ways:
  - ♦ Enter **D2L.iup.edu** in your Internet browser and press Enter on your keyboard.
  - ♦ **OR** Go to your **MyIUP**. You'll see it listed in a black box at the top of the Home page.
  - ♦ **OR** Go to the **IUP website** and scroll to the very bottom of the page. You'll see it listed under CONNECT. (NOTE: If you are prompted to log in, enter your IUP Network Username and Password. This is your same username and password that you use for any other purpose here at IUP.)
- 2. Once in D2L**, look in the section titled **My Courses** and click on **Annual Title IX and Protection of Minors Training**. (Note: If you are a frequent D2L user, you may need to click on "View All Courses.")
- 3. Read the Overview** message.
- 4. Begin your trainings** by accessing the **2019-2020 Training Refresher** area.
- 5. There are TWO modules: Sexual Discrimination and Sexual Misconduct Policy Training Refresher AND Protection of Minors Policy Training Refresher.**  
Each of these consist of a presentation and a quiz. **You must complete both for each policy.**
- 6. Also included are Practice Exercises and Job-Aids.** These highlight your responsibilities as an IUP employee or affiliate. You are highly encouraged to review these. There are two different practice exercises per policy – be sure to scroll to the Knowledge Check once you complete the interactive teacher scenarios. You can download, print, and keep the Job-Aids as references.
- 7. NOTE:** When clicking on the **Policy Refresher Presentations**, a new tab will appear and you may be prompted to sign in again. After viewing the presentation, **close the tab and go back to the Training Refresher area to complete the associated quiz and view the other resources.**
- 8. TROUBLE-SHOOTING: If you get stuck or have trouble getting from one module component to another, just do one of the following:**
  - ♦ Click on one of the **blue links** at the top of the page (Table of Contents, Training Refresher, etc.)
  - ♦ Click on the **COURSE HOME** option at the top of the page.
  - ♦ **Close out the tab of the page you are on.**
- 9. Quizzes**

After taking and submitting a quiz, a **Quiz Submission** screen appears showing the questions with scores. When you look at a question, you will see either **1/1 point** or **0/1 point** located on the right of each question. 1/1 point means you answered correctly; 0/1 point means you answered incorrectly. Each question also has a **View Feedback** link that reveals correct/not correct information. **When you have finished reviewing your quiz attempt, click on the DONE button and go back to the Training Refresher area.**  
**YOU MUST ANSWER ALL QUESTIONS CORRECTLY. IF YOU DID NOT, YOU MUST GO BACK AND RE-TAKE THE QUIZ.**
- 10. Certificates**

Click on the **AWARDS** link at the top of the page to view your certificates. The **My Awards** link will display certificates you have earned, the **View Available Awards** link will display certificates you can earn by successfully completing the associated quizzes. **Be patient – it can take several minutes for your certificates to be generated.** Once the **Generate Certificate** option appears (pop-up screen), you can download and keep your certificates for your records or show to your supervisor as requested. (NOTE: While waiting for your certificates, please go look at the Job-Aids. And, you can always go back into D2L later to retrieve certificates.)