
Frequently asked questions about the online Harassment Prevention Training:

How do I log onto Canvas?

You must have an account to log in to Canvas. If you do not yet have an account, please contact TSCS (formerly CTLT) at 270-809-2346 to learn how to obtain an account.

How do I get a Canvas account?

Students, faculty and staff will be loaded into the Harassment Prevention Canvas course in late July. Students, faculty and staff who are hired or enroll after the initial load will need to contact TSCS to be loaded.

Where do I go if I need help with Canvas?

If you need assistance with Canvas, call TSCS at 270-809-2346, or email msu.canvas@murraystate.edu.

To report errors, please click on the Help (next to the Canvas logout) and choose to Report a Problem.

If you have questions about your Canvas course content, contact your instructor.

Canvas guides and online video tutorials are available for instructors and students at <http://guides.instructure.com>.

Is there a cost associated with the online Harassment Prevention training?

No. The free online training is available to all campus users through Canvas. You are already enrolled via Canvas. Simply log in and choose the "Harassment Awareness Training..." course from the "Courses" menu at the top of your screen. If the "Harassment Awareness Training..." course does not appear in the short menu provided under "Courses" select "View all courses" option.

For many students and faculty who have either taken or taught several classes each semester, there are too many courses to display all at once. The drop down box only reveals the last three to five courses. Please note that the course is named "Harassment Prevention Training...". Please note that you will want to click on the drop down box under the "Courses" option which reads "View all courses" in Canvas so that you can see the course and participate.

I have logged into Canvas but I cannot find the course, so how do I participate?

You are already enrolled via Canvas. Simply log in and choose the "Harassment Awareness Training..." course from the "Courses" menu at the top of your screen. If the "Harassment Awareness Training..." course does not appear in the short menu provided under "Courses" select "View all courses" option.

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In addition to the general module, how do I know which module to complete (student, staff, staff supervisor, faculty or faculty supervisor)?

Choose the Title IX training module that BEST describes your primary role at Murray State: student, staff, supervisor, faculty, or faculty supervisor. For faculty who supervise, once you complete the general module, you will then complete the faculty supervisor module. For faculty without supervising responsibilities, you will complete the general module and then complete the faculty module. For staff who supervise, once you complete the general module, you will then complete the supervisor module. For optimal performance, use Firefox or Chrome. Those using Internet Explorer may need to zoom to complete the online training.

Which internet browser should I use?

For optimal performance, use Firefox or Chrome. Those using Internet Explorer may need to zoom to complete the online training.

I would like to confirm participation by students in my class. How do I confirm that?

Students should be able to print out the page from the "grades" section which will reveal their score. Above the area where participants take the quiz, once the participant submits the quiz, the score will appear in the area above the top of the quiz in a blue/gray area. As long as the quiz reflects "Score for this attempt: 100 out of 100" the participant has satisfied the requirement and can exit the course.

Score for this attempt: 100 out of 100
Submitted Aug 18 at 3:21pm
This attempt took 8 minutes.

I took the course and finished the quiz, but how do I know that you have my 100% score which satisfies the requirement?

Above the area where you take your quiz, once you submit the quiz, the score will appear in the area above the top of the quiz in a blue/gray area. As long as the quiz reflects "Score for this attempt: 100 out of 100" you have satisfied the requirement and can exit the course.

Score for this attempt: 100 out of 100
Submitted Aug 18 at 3:21pm
This attempt took 8 minutes.

I took this training a year ago (last fall) or in the spring, do I have to take it again?

Yes. There have been several law changes since you took the training and part of the institution's responsibility is to make the university community (all faculty, staff and students) aware of the law changes, identify the Title IX Coordinator and to remind you of your responsibility to report incidents to the Title IX Coordinator. Additional text has been provided to address these new rules/law changes.

How do I repeat the quiz to achieve a 100% score?

In the "Harassment Prevention course", choose "Modules" and select the Faculty summary, Staff summary, Faculty Supervisor summary, Staff Supervisor summary or Student summary based upon your primary role at the university. Upon re-entering the quiz, you will notice your last scores at the top of the screen and an invitation to re-take the quiz. Choose "re-take the quiz."

When is this online Harassment Prevention course due for completion?"

You will have until **October 3, 2014** to complete this training. A record of those that have completed the training with a 100% score will be maintained by the Title IX Coordinator and shared with the appropriate offices and individuals across campus. Those who have completed the training will know that they have satisfied the annual training requirement when the score received is 100%.