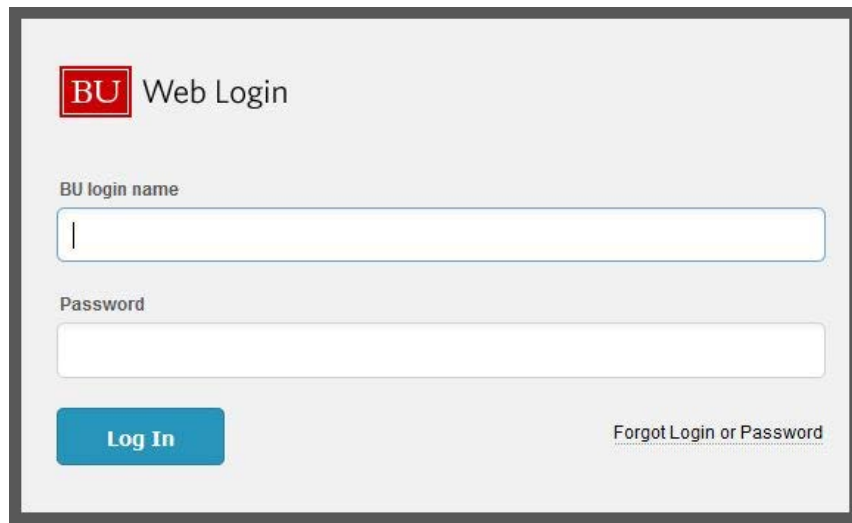


# Instructions to Complete University-wide Training on Sexual Misconduct

## Log in to **Terrier eDevelopment**.

Type “[terrierev.bu.edu](http://terrierev.bu.edu)” into your Internet browser’s address bar, or click [Terrier eDevelopment](#).

When you access the Sign In page, you will be prompted to enter your Boston University username and Kerberos password.



The screenshot shows a web login interface for Boston University. At the top left is the BU logo (a red square with 'BU' in white) followed by the text 'Web Login'. Below this, there are two input fields. The first is labeled 'BU login name' and contains a vertical cursor. The second is labeled 'Password'. Below the password field is a blue button with the text 'Log In'. To the right of the button is a link that says 'Forgot Login or Password'.

If you’ve forgotten your password, you can [reset it yourself](#), contact IT Help by email [ithelp@bu.edu](mailto:ithelp@bu.edu), [submit a help ticket online](#), or call 617-353-HELP (4357).

## Locate Sexual Misconduct Course/Curriculum.

When you log in to Terrier eDevelopment it will take you to the homepage.

1. Scroll down to **Highlighted Learning**.

# Instructions to Complete University-wide Training on Sexual Misconduct

2. Use the scroll bar in the Highlighted Learning area to find the Sexual Misconduct course or curriculum for your employee population. You should only see the course or curriculum for your population. Training Assignments are as follows:



## Training Assignments

### STAFF

| Courses   | Required Population |
|---|---------------------|
| EVERFI Non-supervisor Harassment and Discrimination Prevention Course | Staff               |
| EVERFI Supervisor Harassment and Discrimination Prevention Course     | Supervisory Staff   |

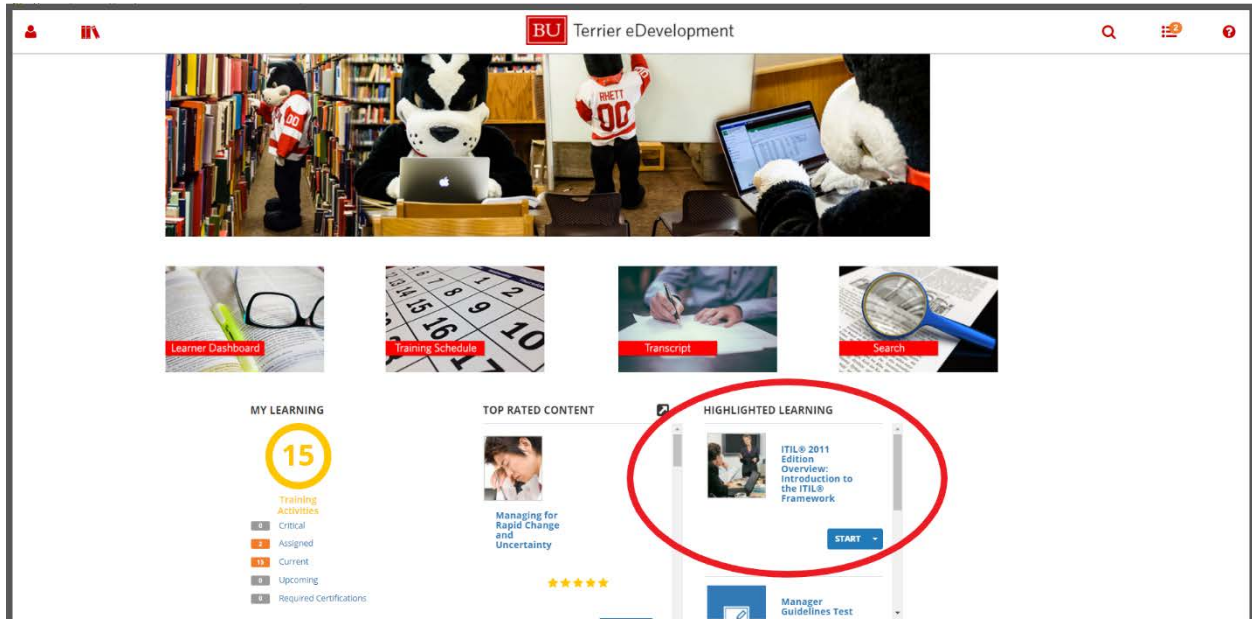
### FACULTY

| Curriculums  | Courses  | Required Population  |
|--|--|--|
| Faculty Harassment, Discrimination, and Sexual Misconduct Curriculum for Supervisory Faculty | <ol style="list-style-type: none"> <li>1. BU Sexual Misconduct Information for Faculty</li> <li>2. EVERFI Supervisor Harassment &amp; Discrimination Prevention</li> </ol> | Populations designated as managers in SAP, which includes at least Deans, Associate Deans, Department Chairs, Department Directors, Program Directors, and Center Directors. |
| Faculty Sexual Misconduct Curriculum   | <ol style="list-style-type: none"> <li>1. BU Sexual Misconduct Information for Faculty</li> <li>2. EVERFI Bridges: Building a Supportive Community</li> </ol>              | All faculty <i>except</i> Deans, Associate Deans, Department Chairs, Department Directors, Program Directors, and Center Directors.  |

3. Click the Start button  or  on the Everfi course or Faculty Curriculum. You will see the course or curriculum appropriate to your employee population (see “Training Assignments”.)
4.
  - a. If the training for your employee population is a curriculum, then “curriculum” will be in the title, and you will be required to take a grouping consisting of two courses.

# Instructions to Complete University-wide Training on Sexual Misconduct

- b. If your employee population is required to take an Everfi course then you will see one course.



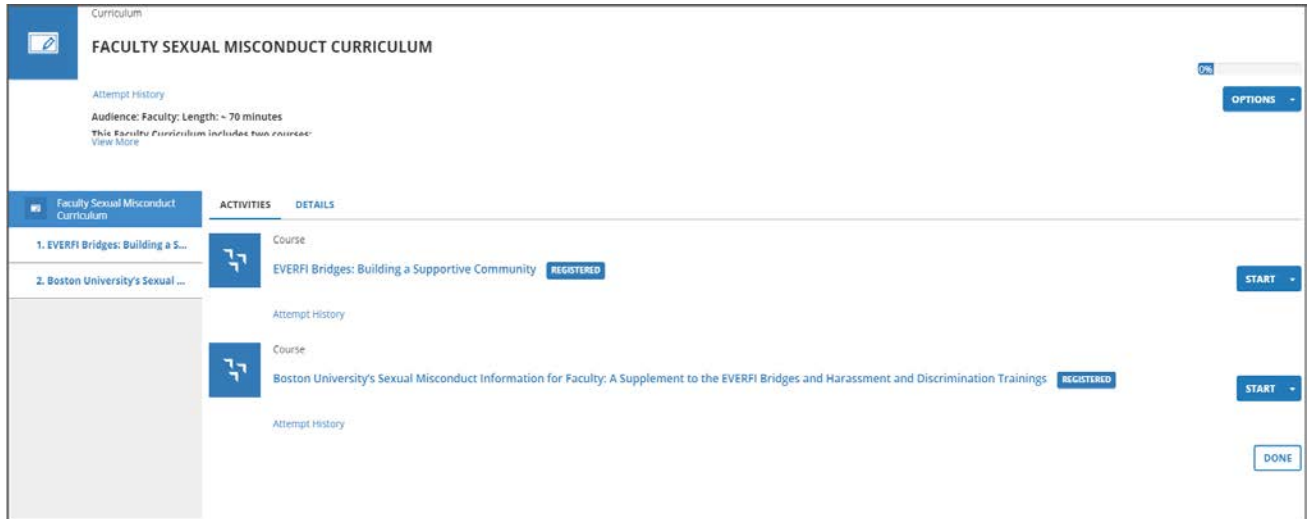
## Start the Curriculum.

1. Click on the curriculum title, or Register i.e. Faculty Sexual Misconduct Curriculum or Faculty Harassment, Discrimination, and Sexual Misconduct Curriculum. You will only see this curriculum IF your employee population is in the Required Population for a curriculum (see "Training Assignments" table).



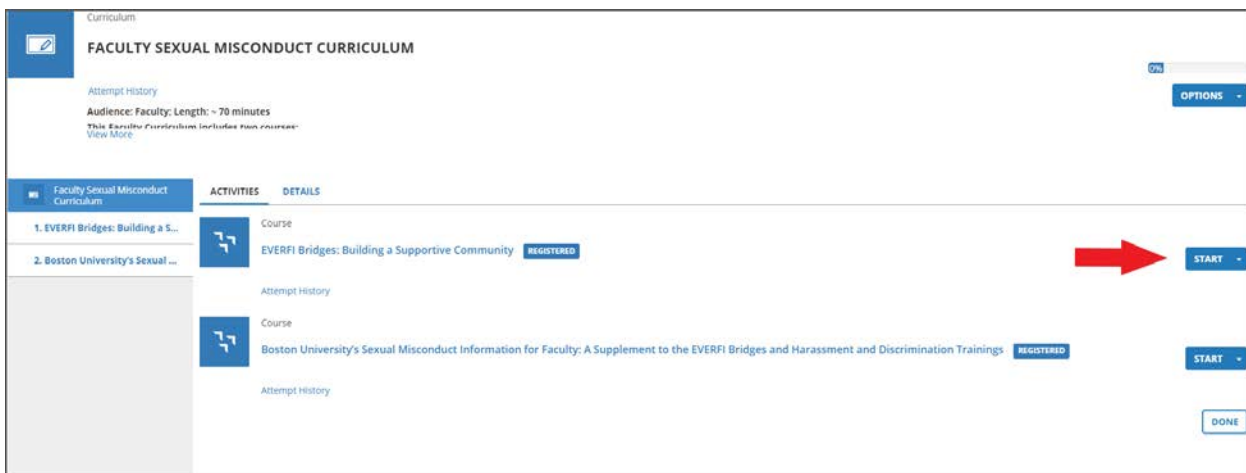
# Instructions to Complete University-wide Training on Sexual Misconduct

- Two courses will appear on the curriculum page.



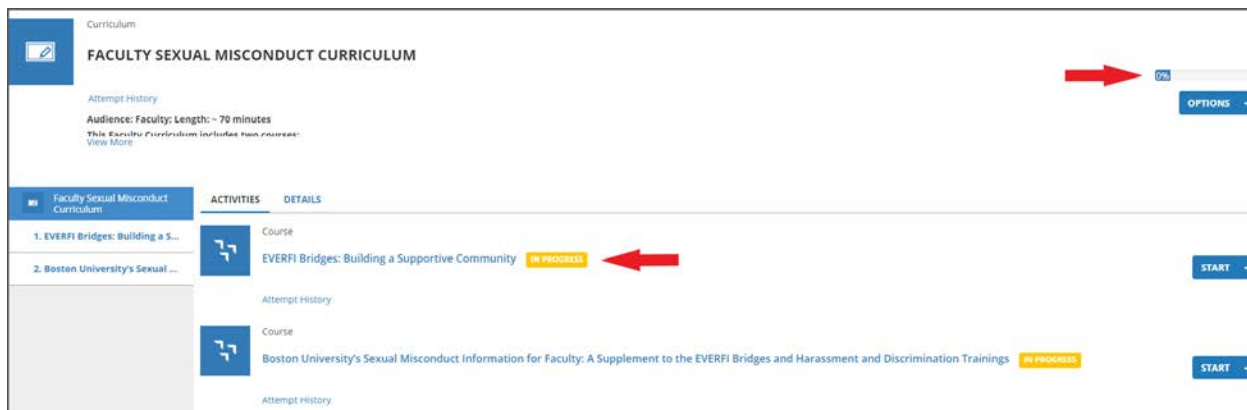
## Start the Course.

- Click on the **START** to begin the course you'd like to take. The course will launch in a new browser.



# Instructions to Complete University-wide Training on Sexual Misconduct

2. Courses will launch in another site or browser.
  - a. If you receive an error message indicating your browser is blocking a pop-up window, then you will need to configure your browser, or turn off pop-up blockers to allow pop-up windows. [Instructions for pop-up blockers can be found on the BU TechWeb site at https://www.bu.edu/tech/support/browsers/pop-up-blocker/.](https://www.bu.edu/tech/support/browsers/pop-up-blocker/)
3. Information about courses with **Everfi** in the title:
  - a. Follow the instructions to navigate through the Everfi course.
  - b. You may need to read, click, watch videos and answer questions throughout the course.
  - c. There is audio in some sections of this course, so make sure your sound is on.
  - d. The course will stop progress if you move your cursor away from training, or click out of the browser, i.e. if you attempt to click or type into another program such as email messages, Microsoft Word.
  - e. If you are not able to complete the training in one sitting then it will save your progress. You are required to complete the entire course in order for it to be marked as completed.
  - f. To begin the course, click Next.
  - g. You may click the Exit button located on the upper right corner to exit the course.
  - h. Note: The Everfi site communicates your progress into Terrier eDevelopment. This process may take a moment to complete. You may notice a progress change in the course from registered to In Progress. However, the curriculum status in the upper right corner may remain as 0%.



4. Information about the **“Boston University’s Sexual Misconduct Information for Faculty: A Supplement to the EVERFI and Bridges and Harassment Discrimination Trainings”** course for faculty populations:
  - a. The course will launch in another browser.

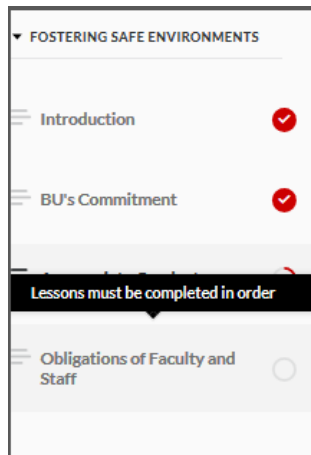
# Instructions to Complete University-wide Training on Sexual Misconduct

- b. Click the Start button located in the center of the page to begin the course.



A Supplement to the EVERFI Bridges and Harassment and

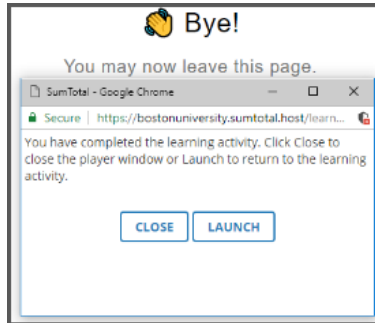
- c. Scroll down on each page to see all the content.
- d. You may scroll down to click on the next lesson or use the menu bar on the left of the page to advance forward.
- e. Note: You must complete each section in the order it appears on the menu bar.



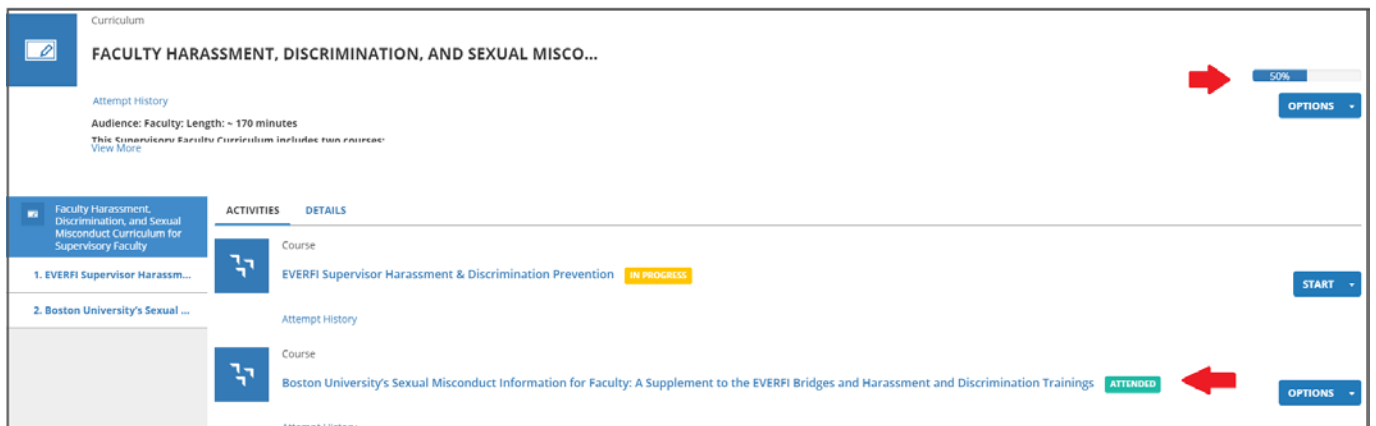
- f. If you are not able to complete the training in one sitting, then it will save your progress. You are required to complete the entire course in order for it to be marked as completed.
- g. You may click the Exit button located on the upper right corner to exit the course.

# Instructions to Complete University-wide Training on Sexual Misconduct

- h. When you complete the course, you will receive a confirmation notice in the platform and an email notification.



- i. The course status will change to Attended and the curriculum status will change to 50% completed.



# Instructions to Complete University-wide Training on Sexual Misconduct

## Complete the Course.

1. Once you've completed a course, the Learning Activity Progress Detail page will indicate the course title and your completion status.

**LEARNING ACTIVITY PROGRESS DETAIL**

**EVERFI NON-SUPERVISOR HARASSMENT & DISCRIMINATION PREVENTION**

Audience: Staff. Length: ~ 105 minutes

EVERFI's Non-Supervisor Harassment & Discrimination Prevention course is a training module that combines harassment, discrimination, and Title IX/Clergy/Sexual Misconduct content into one course for a non-supervisor employee audience. It includes the same sexual and interpersonal violence awareness and prevention subjects covered in the Bridges course (including recognizing, reporting, and preventing sexual misconduct to maintain a safe campus community), but also educates on harassment and discrimination topics in more detail, and teaches how to develop non-discriminatory practices in the workplace setting.

The Course allows you to start and stop the content, and return to where you last left off at a later date/time. The module covers a variety of topics, including: harassment in the workplace and hostile work environments; retaliation; avoiding illegal behavior and abusive conduct; responding to misconduct, including investigating and stopping the misconduct; being an active bystander; resources, reporting and remedies; unconscious bias; and employee roles and responsibilities. The course includes more interactive scenarios to engage the audience.

The course is divided into nine sections: (1) Prologue; (2) Avoiding Illegal Behavior; (3) Avoiding Abusive Conduct; (4) Making a Difference; (5) Protecting Students Introduction; (6) Crimes and Conduct Violations; (7) Your Role and Responsibilities; (8) Part II: Apply Your Knowledge; (9) Conclusion.

**GENERAL**

|  |  |
|--|--|
| <b>Content type:</b><br>SCORM 1.2                          | <b>First launch date:</b><br>Tuesday, May 1, 2018 4:33:56 PM EDT |
| <b>Total score:</b><br>100%                                | <b>Completion date:</b><br>Thursday, May 3, 2018 2:30:34 PM EDT  |
| <b>Elapsed time:</b><br>Hours: 2, Minutes: 45, Seconds: 26 | <b>Percent complete:</b><br>100%                                 |

| Name                                   | Topic Status | Score % | Time in Topic                      |
|--|--------------|---------|------------------------------------|
| Harassment & Discrimination Prevention | Completed    | 100%    | Hours: 2, Minutes: 45, Seconds: 26 |

OK

2. The course title and completion date will also be listed on your Training Transcript. To navigate to the Training Transcript click on the Terrier eDevelopment icon in the top center of the screen, then click on the Transcript icon on the home page.



3. You will also receive an email notification from [terrieredev@bu.edu](mailto:terrieredev@bu.edu) stating you have completed the training.

## Complete the Curriculum.

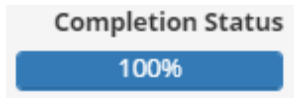
1. Once you've completed a course in a Curriculum, you will see the course title and an Attended button.

Boston University's Sexual Misconduct Information for Faculty: A Supplement to the EVERFI Bridges and Harassment and Discrimination Trainings **ATTENDED**

2. When you've completed both courses in a curriculum, then you see Completion Status 100% in the upper right corner of the curriculum page.



# Instructions to Complete University-wide Training on Sexual Misconduct



3. Your Learning Activity Progress Detail page will indicate the curriculum title and your completion status.
4. The curriculum title and completion date will also be listed on your Training Transcript. The Training Transcript icon is located on the Terrier eDevelopment home page.



5. You will also receive an email notification from [terrieredev@bu.edu](mailto:terrieredev@bu.edu) stating you have completed the training.