

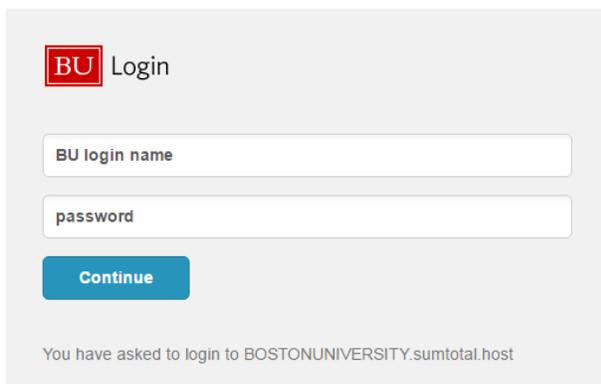
Instructions to Access the University-wide Sexual Misconduct Prevention Training Assignment in Terrier eDevelopment

Log In to [Terrier eDevelopment](#)

Type terrieredev.bu.edu into your internet browser's address bar, or click [Terrier eDevelopment](#)

Note: Recommended browsers are the latest version of Google Chrome or Firefox.

When you access the Sign In page, you will be prompted to enter your Boston University username and Kerberos password. If you've forgotten your password, please contact IT Help (ithelp@bu.edu).

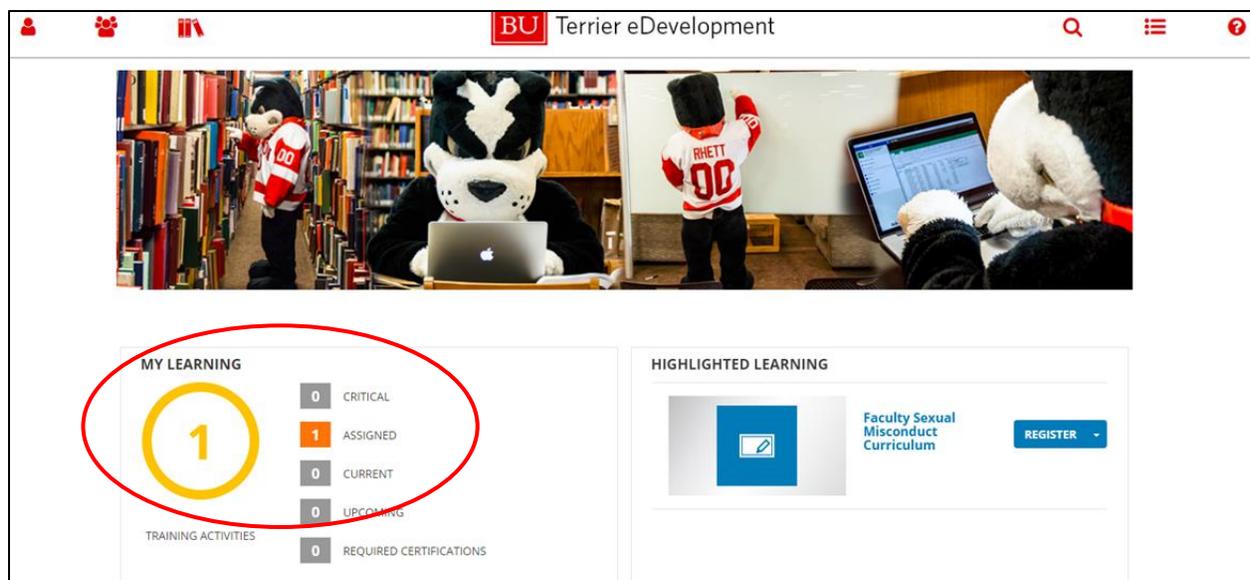


The image shows a login form for Boston University. At the top left is the BU logo followed by the text "Login". Below this are two input fields: "BU login name" and "password". A blue "Continue" button is positioned below the password field. At the bottom of the form, there is a small text message: "You have asked to login to BOSTONUNIVERSITY.sumtotal.host".

Locate Sexual Misconduct Prevention Course/Curriculum Assignment

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

1. Scroll down to **My Learning**.



The screenshot shows the Terrier eDevelopment homepage. At the top, there is a navigation bar with the BU logo, the text "Terrier eDevelopment", and icons for search, menu, and help. Below the navigation bar is a banner image featuring three Terrier mascots: one in a library, one at a desk with a laptop, and one in a classroom. The main content area is divided into two sections. The left section, titled "MY LEARNING", is circled in red and contains a large yellow circle with the number "1" inside. To the right of this circle is a vertical list of learning status buttons: "0 CRITICAL", "1 ASSIGNED", "0 CURRENT", "0 UPCOMING", and "0 REQUIRED CERTIFICATIONS". Below this list is the text "TRAINING ACTIVITIES". The right section, titled "HIGHLIGHTED LEARNING", features a blue button with a pencil icon, the text "Faculty Sexual Misconduct Curriculum", and a "REGISTER" button with a dropdown arrow.

2. Click the Assigned **1** ASSIGNED button.

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3. You will see your Timeline.
4. Click Assigned



5. You will 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"> 1. BU Sexual Misconduct Information for Faculty 2. EVERFI Supervisor Harassment & Discrimination Prevention 	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"> 1. BU Sexual Misconduct Information for Faculty 2. EVERFI Bridges: Building a Supportive Community 	All faculty <i>except</i> Deans, Associate Deans, Department Chairs, Department Directors, Program Directors, and Center Directors.

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6. To begin the training, click the Start button **START** or **REGISTER** on the Everfi course or Faculty Curriculum. You will see the course or curriculum appropriate to your employee population (see “Training Assignments”).
 - 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.
 - b. If your employee population is required to take an Everfi course then you will see one course.

Start the Curriculum

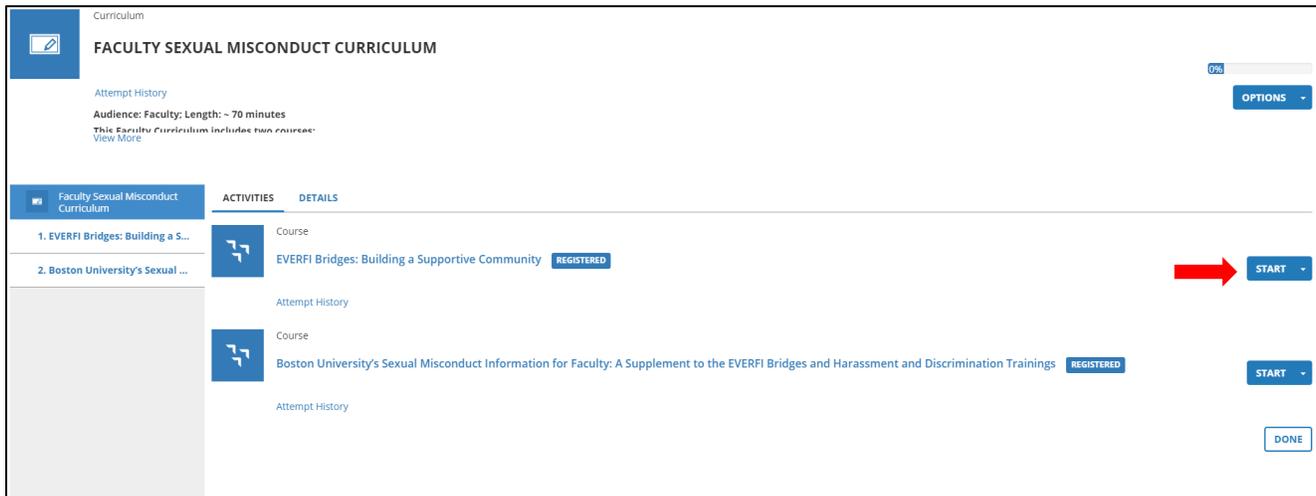
1. If your employee population is required to take a curriculum, then click the Register **REGISTER** button. You will only see this curriculum IF your employee population is in the Required Population for a curriculum (see “Training Assignments”).
2. Two courses will appear on the curriculum page.

The screenshot displays the 'FACULTY SEXUAL MISCONDUCT CURRICULUM' page in the Everfi system. At the top, it shows a progress bar at 0% and an 'OPTIONS' dropdown menu. Below this, the audience is identified as 'Faculty' with a length of approximately 70 minutes. A note states, 'This Faculty Curriculum includes two courses.' The main content area is divided into 'ACTIVITIES' and 'DETAILS' tabs. Under 'ACTIVITIES', two courses are listed: '1. EVERFI Bridges: Building a Supportive Community' and '2. Boston University's Sexual Misconduct Information for Faculty: A Supplement to the EVERFI Bridges and Harassment and Discrimination Trainings'. Both courses are marked as 'REGISTERED'. Each course entry includes a 'START' button and an 'Attempt History' link. A 'DONE' button is located at the bottom right of the page.

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Start the Course

1. Click on the Start  to begin the course you'd like to take. The course will launch in a new browser.



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. You may find instructions via the BU TechWeb site: <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%.

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Curriculum

FACULTY SEXUAL MISCONDUCT CURRICULUM

Attempt History
Audience: Faculty; Length: ~ 70 minutes
This Faculty Curriculum includes two courses.
[View More](#)

0%

OPTIONS

Faculty Sexual Misconduct Curriculum

ACTIVITIES DETAILS

1. EVERFI Bridges: Building a S...
Course
EVERFI Bridges: Building a Supportive Community **IN PROGRESS** START

Attempt History

2. Boston University's Sexual ...
Course
Boston University's Sexual Misconduct Information for Faculty: A Supplement to the EVERFI Bridges and Harassment and Discrimination Trainings **IN PROGRESS** START

Attempt History

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

Sexual Misconduct Information for Faculty

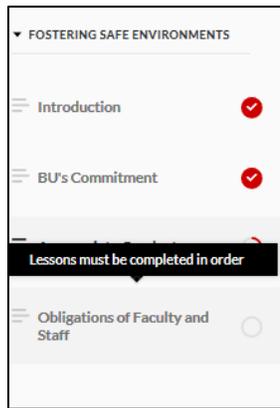
START COURSE DETAILS

BOSTON UNIVERSITY

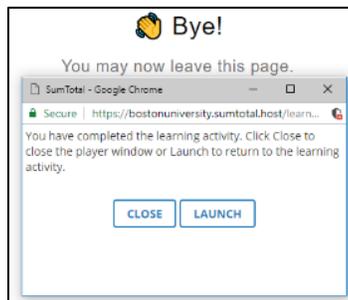
A Supplement to the EVERFI Bridges and Harassment and

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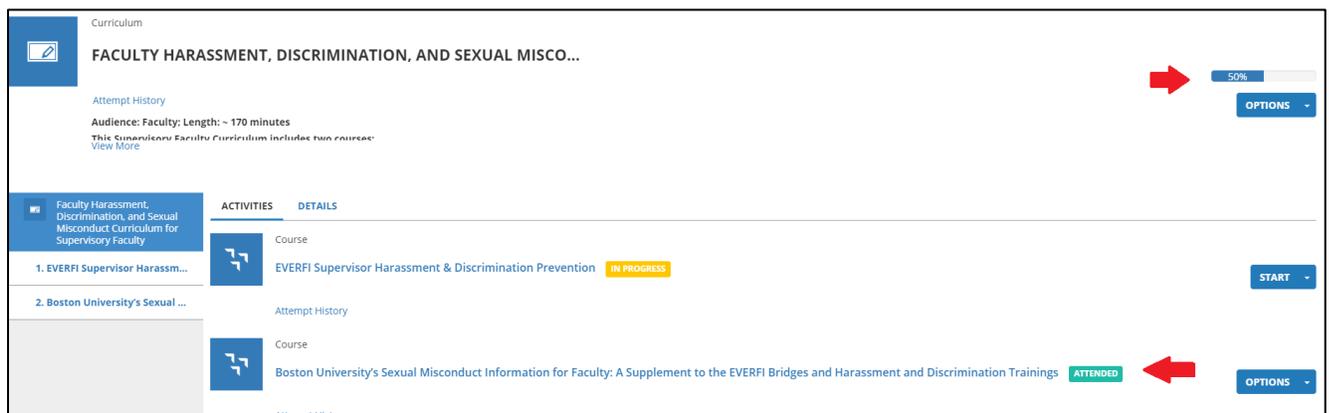
- c. Scroll down on each page to see all the content.
- d. You may scroll down to click on the next lesson or use the menu bar on the left of the page to advance forward.
- e. Note: You must complete each section in the order it appears on the menu bar.



- 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.
- 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 Access the University-wide Sexual Misconduct Prevention Training Assignment in Terrier eDevelopment

Completing 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

Content type: SCORM 1.2	First launch date: Tuesday, May 1, 2018 4:33:56 PM EDT
Total score: 100%	Completion date: Thursday, May 3, 2018 2:30:34 PM EDT
Elapsed time: Hours: 2, Minutes: 45, Seconds: 26	Percent complete: 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 scroll down and click on the Transcript icon on the home page.



3. You will also receive an email notification from noreply@bu.edu stating you have completed the training.

Completing 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.



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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 noreply@bu.edu stating you have completed the training.