

Hunter College Self-Enrollment Guide

NOTE: any difficulty you may have enrolling yourself in SPARC, please contact the Title IX Team at <u>TitleIX@Hunter.cuny.edu</u>. Please include your EMPL ID, why you need to complete SPARC, and the issue you are having. All technical issues after you are enrolled, should be addressed to the Student Helpdesk <u>studenthelpdesk@hunter.cuny.edu</u>

- 1. Click on the **following link** which will bring you to BlackBoard/CUNYfirst log in page: https://bbhosted.cuny.edu/webapps/blackboard/execute/courseMain?course_id= 1795683 1
- 2. This is what you will see when you click the link. Enter your log-in information:

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	CUNY Login
	New CUNYfirst CUNYsmart Virtual Bookstore Blackboard DegreeWorks FACTS
	CONYfirst Username@login.cuny.edu and CONYfirst Password) Username @login.cuny.edu x Password
	Log in If you do not have a CUNYFirst account, see the Edge
	Forgot Password Change Password New User

3. Once you log in you will be taken to the Hunter Students SPARC homepage on BlackBoard which looks like this:



4. Please click the "enroll" button located on the left hand side of your screen:

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5. Once you click "Enroll" you will be asked to enter an access code. The access code is 111



6. Once you enter the access code, click "Submit" in the lower right corner:



7. Once you hit "Submit" you should see the following:



Please click the "Ok" bottom in the lower right corner

8. After you hit "Ok" you should be enrolled in SPARC. You will see the following page with instructions on how to proceed:



9. Click on "SPARC Training Module Selection Page" on the left hand side bar.



10. SPARC has 4 modules which you must complete and validate in order to get credit for completing the training. Once you click on "SPARC Training Module Selection Page" the page below will appear with Module 1:





11. To access Module 1 and begin the training please click on "CUNY SPARC Online Training- Module 1"



12. Make sure popups are not blocked, otherwise you will see a screen that looks like this:



13. Once you "Launch Course" you will be taken to Module 1 of the training in a separate window.



14. Module 1 of the SPARC Training should automatically begin. If it doesn't, please click "Module 1-Welcome and Instructions" on the left hand side



15. Once you begin Module 1 you will see a slide with instructions to click a "validation" button at the end of watching each module to ensure you completed it. The slide will explain how to complete the validation :

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Module 1: Welcome and Introductions 1.1. Title Slide 1.2. Don't Forget to Complete the	After you exit this module, you must complete the 1 question validation quiz on the Module Selection Page to gain access to Module 2 and continue your training
1.3. Begin Module 1	gain access to modulo 2 and continuo your training.
1.4. Welcome to SPARC Training	SDADC Medule 1 Validation
1.5. Welcome	SPARC module i validation
1.8. Call to Action	Enabled: Adaptive Release
1.7. Compliance	Ulick the link and answer the question to continue on to Module 2.
1.a. inclusivity	
	Congratulations, you have completed Module 1! Please click "Return to Module Selection Page" to exit. Then click the link marked "SPARC Module 1 Validation"

16. At the end of each module there is a brief quiz (usually consisting of questions based on what you watched). Once you complete the quiz you will be reminded about the validation portion. Please click "Return to Module Selection Page"

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Hunter	College Self-Enrollment Guide
THE GREATEST URBAN UNVERSITY IN THE VORLD	CUNY SPARC Online Training - Module 1 Resources Don't Forget to Complete the Validation
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17. Once you click "Return to Module Selection Page" you will notice a new graphic which is titled "SPARC Module 1 Validation." Click this title to validate you completed Module 1.

e c	SPARC Training Modulo Selection Page
Hunter Students SPARC FALL 2013 Announcements SPARC Training Module Selection Page Branc Completion History SPARC Completion Certificate	 Instructions: SPARC Online Training consists of four (4) modules. You must complete all of them to get credit for completing SPARC. Please note that we use adaptive release for this course. You have to view each module and then complete the one (1) question validation before the next module will become available. Once you complete all four modules and the final validation before the next module will be able to print your certificate. Each module is designed to be approximately 5-10 m/nutes. Please complete each individual module in one sitting as it will not resume where you left off
	CUNY SPARC Online Training - Module 1 Please click the link above to view Module 1. After viewing all of the slides, complete the validation, which will appear below to access Module 2. SPARC Version 2.0 - Updated September 20, 2018
	SPARC Module 1 Validation Click the link and answer the question to continue on to Module 2.

18. Once you click the "SPARC Module 1 Validation" you will see the following screen, click the button that says "Begin"

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	Click Begin to	start: SPARC Module	1 Validation. Click Ca	ncel to go back.			
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	Click Begin t	o start. Click Cancel to	o quit.			\mathbf{A}	
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19. The Validation screen will appear and ask you to certify that you viewed the module and understood it. Select "yes" to validate and then click the bottom that says "Save and Submit"



Hunter College Self-Enrollment Guide

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20. If you see the following popup please click on "OK"

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OK Cancel	
QUESTION 1	100 points Save And
Do you certify that you have viewed and understand the content contained in Module 1?	

21. You should then see a confirmation page for the Module validation, which will look like this:



22. You will then see a submission certification page, please click on the "OK" button in the lower right corner



23. Once you submit the validation to Module 1, you will be sent back to the "SPARC Training Module Selection Page" where you will see the next Module listed, click the title to begin the next Module:

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	SPARC Module 1 Validation Click the link and answer the question to continue on to Module 2.
	CUNY SPARC Online Training - Module 2
	Please click the link above to view Module 2, At the wing all of the slides, complete the validation,
	SPARC Version 2.0 - Updated September 20, 2018

24. Once you complete Module 1 and click on the "CUNY SPARC Online Training-Module 2, you will be redirected to the main training and it will show you completed Module 1 and can click to begin Module 2



- 25. Repeat these steps for each Module. This includes watching the slides and validating that you comprehend what they discuss.
- 26. Once you complete the SPARC training, you will see on the left hand side something that says "SPARC Completion Certificate." Please save your certificate for your records. If you need to hand it in to a specified individual please print it out and hand it in, if you need to email it to someone please save it and send it via email as a PDF.
- 27. If you have any questions please email <u>TitleIX@hunter.cuny.edu</u> and provide your EMPL ID. You can also review the SPARC Online Training FAQs on the following website: <u>http://www.hunter.cuny.edu/diversityandcompliance/title-ix</u>

The SPARC Team is managed by **Sharmeen Ahmed**, *Associate Director of Student Conduct* and **Laura Nelson**, *Deputy Director of Diversity and Title IX Compliance*