

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
	Log in with your CUNY Login credentials (CUNYfirst Username@login.cuny.edu and CUNYfirst Password) Username @login.cuny.edu × Password
	Log in If you do not have a CUNYFirst account, see the EADs.
	Forgot Password Change Password New User Note: Please do not bookmark this page. See FAQs.

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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\leftarrow \rightarrow \circlearrowright $ເall$ https://bbhosted.cuny.e	
Home Help Accessibility Training Content Collection Hunter Findity Hunter College L Hunter Students SHAHC FALL 2018 Image: Content Collection Hunter Findity Hunter College L	
Hunter Students 319ARC There are no available items in this course There is no available forms in this course Worksater, November 7, 2018 2:28:39 PM EST	



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 :

lenu	Don't Forget to Complete the Validation
1. Module 1: Welcome and Introductions 1.1. Talle Skide 1.2. Don't Forget to Complete the Validation	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	SPARC Module 1 Validation
1.5. Welcome	
1.8. Call to Action	Enabled: Adaptive Release Click the link and answer the question to continue on to Module 2.
1.7. Compliance	Ulick the link and answer the question to continue on to Module 2.
1.8. Inclusivity 1.9. Quiz	
	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"

P	SPARC Sexual & Interpersonal Violence Prevention And Response Course State University of New York					
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					
1. Module 1: Welcome and Introductions 1.1. TBE State 1.2. Don't Forget to Complete the Validation 1.3. Begin Module 1 1.4. Welcome to SPARC Training 1.4. Welcome	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.					
1.8. Call & Action 1.7. Compliance 1.8. Inclusivity 1.8. Cutz	Enabled: Adaptive Release Cick the link and answer the question to continue on to Module 2.					
	Please click "Return to Module Coloriton Page" to exit. Then click the link mp our SPARC Module 1 votation" Go B R Return to Module Selection Page () Return to Module Selection Page () Return to Module Selection Page ()					

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.

SPARC Training Module	SPARC Training Module Selection Page
Hunter Students SPARC ATAL 2018 Announcements SPARC Training Module Selection Flyan SPARC 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) guestion validation before the next module will become available. Once you complete all four modules and the final validation, you will be able to print your certificate. Each module is designed to be approximately 5-10 millions. 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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Home Help Acce	ssibility Training Con	tent Collection	Hunter Faculty	Hunter College Library	Blackboard Resources		
SPARC Training Modul	e Selection Page > Begin: S	PARC Module	alidation			• • • • • • • • •	6
) 🗎	Begin: SPA	RC Modu	le 1 Validati	ion			
 Hunter Students SPARC A FALL 2018 							
Announcements							
SPARC Training Module Selection Page	INSTRUCTIONS				<u></u>		
SPARC Completion History							
SPARC Completion	Force Completion	Once	started, this test must l	be completed in one sitting. Do	not leave the test before clicking	Save and Submit.	
Certificate	Multiple Attempts	This te	st allows multiple atte	mpts.			
	Click Begin to sta	rt: SPARC Module	1 Validation. Click Car	ncel to go back.			
						<u> </u>	
	Click Begin to st	urt. Click Cancel to	quit.				
			-			Cancel Begi	in

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"



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Blackboard						
Home Help	Accessibility Training	Content Collection	Hunter Faculty	Hunter College Library	Blackboard Resource	
SPARC Trainin	ng Module Selection Page >					0
	Take To	est: SPARC M	lodule 1 Val	idation		
Hunter Students SPAR FALL 2018	c 🛧					
Announcements	* Test Info	rmation				
SPARC Training Module	Description					
Selection Page	Instructions	Please answer this	s one question validat	ion to move on to Module 2.		
SPARC Completion Hist	ory Multiple Att	empts This test allows mu	ltiple attempts			
SPARC Completion Certificate				in one sitting. Do not leave the	test before clicking Save a	ind Submit.
	× Question	Completion Status:				
	- adoutin	compression estatute.				
	+					
	QUES	TION 1				100 points Save Answer
	Do yo	L certify that you have view	wed and understand t	he content contained in Module	e 1?	
	O Ye					
	O No					
	iek Sa	e and Sub to save and	l submit. Click Save A	ll Answers to save all answers	s.	
	+ + + +					
					Save All Ans	wers Save and Submit

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

* Test Information		
Description Instructions Please answer this one question v	alication to move on to filedule 2	2
Multiple Attempts Force Completion This site says		× fore clicking Save and Submit.
Question Comple Test submission continuation test. Click OK to submit	n: Click Cancel to return to the esoment.	ne
OK	Cancel	
QUESTION 1		100 points Saw
Doyou certify that you have viewed and unders ⊛ Yes ◯ No	tand the content contained in Mo	lodule 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:

	ttps://bbhosted.cuny.edu/webapps/blackboard/content/listContent.jsp?content_id=_37960976_1&course_id=_1657728_1 🛄 🗙 🖆 🛴 🗳
nents	Instructions:
aining Module Page	SPARC Online Training consists of four (4) modules. You must complete all of them to get credit for completing SPARC.
mpletion History	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, you will be able to print your certificate. Each module is designed to be approximately 5-10 minutes.
	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.
	CUNY SPARC Online Training - Module 2
	Please click the link above to view Module 2, At rewing 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*