Contents

Overview ........................................................................................................................................... 2
Your Home Page, Logging in, & My Locker .................................................................................. 2
My Locker ......................................................................................................................................... 4
Your Online Courses ..................................................................................................................... 5
Moving Through A Presentation or Video .................................................................................... 7
Viewing & Taking Quizzes/Tests ..................................................................................................... 9
Overview

Compliance with the Clery Act and Title IX laws are an entire campus’ responsibility and the campus is implementing an on-line training program to help key campus members understand their responsibilities. You are in receipt of this document because you have been identified as a Campus Security Authority (CSA) and you are required by law to complete these annual online trainings.

The two federal laws that regulate these responsibilities are, in part:

- The Clery Act – the Act requires UMass to disclose security information, including crime statistics for reportable crimes to the campus community and the U.S. Department of Education. It also requires that any official on campus who has significant responsibility for student and campus activities be identified as a Campus Security Authority (you) and that you must report allegations of certain crimes to the campus police.

- Title IX – the Law requires federally funded educational institutions to prohibit discrimination on the basis of sex, including sexual harassment and sexual violence. Per the Department of Education Office of Civil Rights, sexual violence means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent such as rape, sexual assault, sexual battery and sexual coercion.

Campus Security Authorities are responsible for reporting to the UMass Amherst Police Department (UMPD) if they learn of any allegation of a Clery reportable crime, provided that they believe the allegation was made in good faith. CSA can file reports online at https://www.umass.edu/umpdapps/csa-report-form. CSA’s are not responsible for investigating the allegation or determining definitively if a crime took place; their sole responsibility is to report the allegation to the campus UMPD or if the allegation is related to Title IX, report it to the appropriate office on campus (see attachment).

It is important that you comply with the Clery Act and Title IX reporting requirements. Each Clery Act compliance violation or misrepresentation could result in $35,000 fine to the offending campus. Both Clery and Title IX violations can result in the Department of Education suspending any or all federal financial aid for the University of Massachusetts.
Three different courses are offered through this provider. One is for Law Enforcement (LA), second is for General Campus Security Authority (CSA) and third is for Title IX. You are taking the CSA and Title IX courses. However, the procedures were developed capturing screen images from the General Campus Security Authority Training. The differences are minimal and are described next. So don’t be concerned if the screen looks a little different once you’ve navigated to the course.

Beyond these differences, navigation and operation should be identical and explained by these procedures. If you find otherwise, or have any issues or questions, please contact UMPD, Community Outreach Unit at (413) 545-5343 and press 1 for CSA/Title IX Training or visit http://www.umass.edu/umpd/csa-responsibilities

**Your Home Page, Logging in, & My Locker**

**Notes**

The Home Page is a place where you can find information about your important campus contacts, important definitions, Annual Security Report and Forms and Policies. Be sure to save the home page URL (website address) to your “favorites” list so that you can refer to this area as needed.

Website Address: [https://dsa-online.dialogedu.com/university-of-massachusetts-amherst](https://dsa-online.dialogedu.com/university-of-massachusetts-amherst)

Your Navigation Bar will help you easily move around your learning platform and find what you need quickly.

*The next section will take you through the steps to view your Home Page and Navigate to other areas on your school’s online campus.*

To login to the platform: Click on the “Sign In” tab at the bottom right of the screen.
Enter the e-mail and password
Click Enter.

Initial password is: 123456

My Locker
Notes
This is where you will go to begin your online training

This next section will show you “My Locker”.

My Locker is where you go to begin your training. This is the page that you will see automatically when you login in.

Click on each item in your “My Locker” to learn more.
Your Online Courses

Notes

You can reach your courses through My Locker.

This next section will show you how to get to your online training, view resources related to the training and return to your HOME site.

After you click the Online Learning image in My Locker, you will be on Your “Courses” page. This page will show you only the courses you are enrolled in.

To begin a course, click on the course name.
**Course navigation:**
1. To begin the course, click on the first learning object in your course outline. In this case: *Introduction & Course Information*
2. There are two tabs, one is for your course “Outline” and the second is to view your current “My Grades”
3. You can click the “Continue” button to continue where you left off last in your training.
4. The check marks show you what you have completed in your training.
5. Each learning object will remain locked until you complete the learning object prior.

**Course Resources:**
To view Resources related to your course, click “Resources” on your training Navigation Bar. To view the resource, click on the image or resource title.
Return to Home Site:

Click on the Home button on your Navigation bar to return to your HOME site.

Moving Through A Presentation or Video

Notes

This area will guide you through your course content. Be sure to read all the instructions on each slide carefully to make sure you are meeting all the course requirements.

This next section will show you how to move through course content.

When you are working through your course content, specifically with Presentations and Videos you will have the following options:

- You can click the “Back” button on the top left of the slide to take you back to your course outline page.
- Click the right or left arrow in the top right corner to move to the previous or next page/area of your course. If you click the right arrow and this “part” of your course is complete, you will see a pop-up-box that will allow you to go to the “Next Content” item of your course or “Go back to Outline”.
Videos (Special Note): You cannot complete this video or move to the next area of your training until you have watched the entire video. When the video is complete, the right arrow will appear.
Viewing & Taking Quizzes/Tests

Notes
This section will help you understand the evaluation layout and how to complete a quiz. Be sure to note that you have fully completed your evaluation before you click finish.

This next section will show you how to view, navigate and complete a quiz or evaluation.

When you enter a quiz you will see the following:

- Which questions are complete, in progress or unfinished based on the shade of the questions. In this example, Question 1 is complete, we are working on question 2 and 3-5 are unfinished.
- You are able to view how many points this particular question is worth. In this case, 20 points are assigned to question 2.
When answering a quiz question, make your selection(s) and, when you are ready, click “Answer” to move to the next question.

You can “Skip” a question and return to it later by clicking on the number you want to return to.

When you finish with the last question, the system will confirm you have completed. If you want to finish without answering all of the questions, you can click on “Finish”.

The purpose of the Clery Act is to provide the campus community with timely, accurate, and complete information about crime and the safety of the campus environment so that they can make informed decisions to keep themselves safe.

- True
- False