

2020

UNF COVID-19 Education Program Completion Instructions

Center for Professional Development and Training

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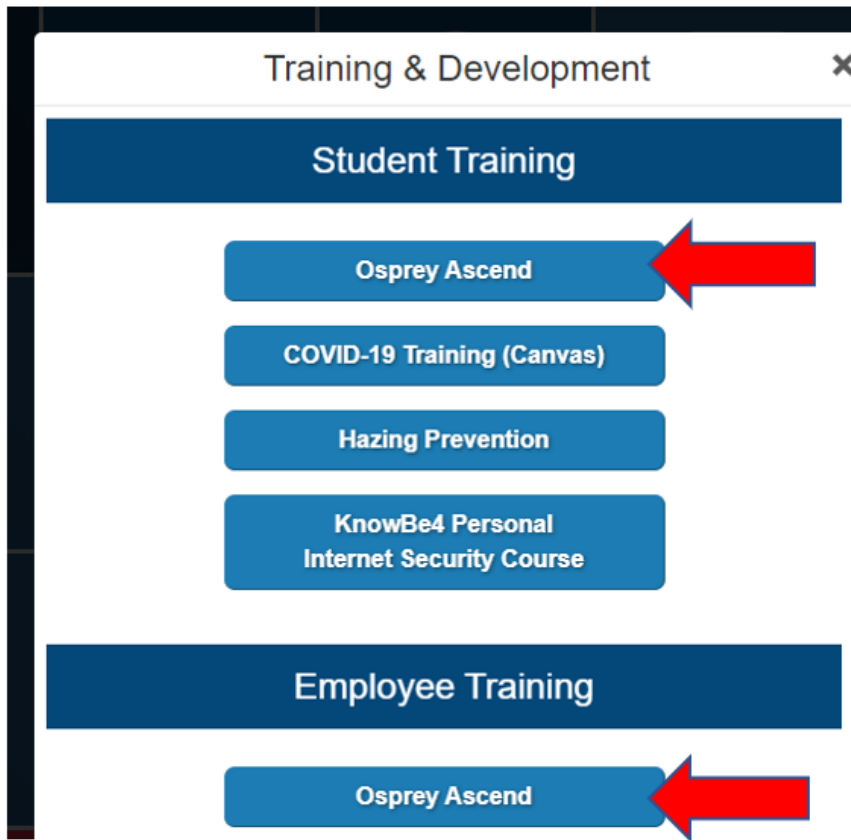
UNF COVID-19 Education Program Completion Instructions

The UNF COVID-19 Education Program is required training for all UNF employees and students. To access and complete the program, follow the steps below:

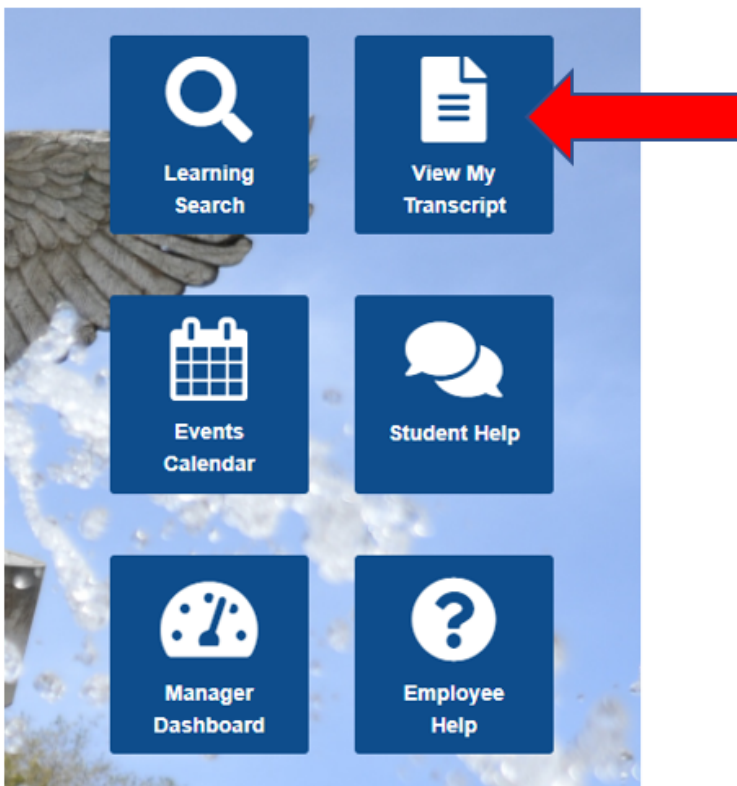
From the myWings home page, click on the Training and Development tile.



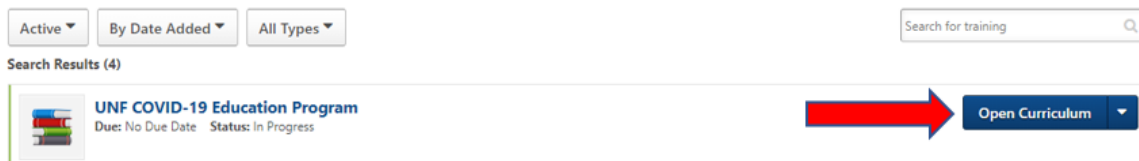
From the Training and Development menu, click on Osprey Ascend (students under the Student Training menu and employees under the Employee Training menu).



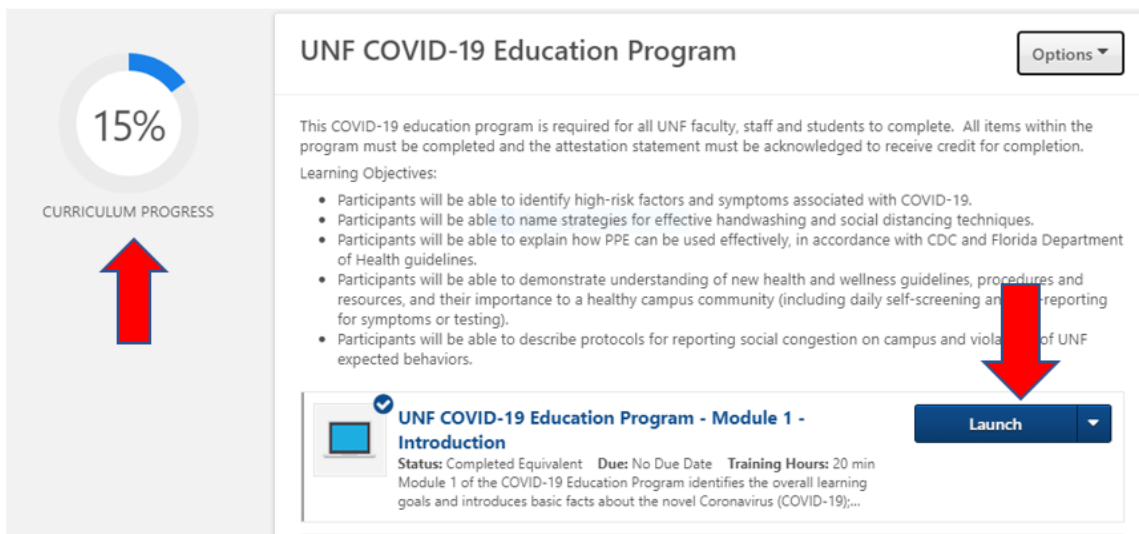
From the Osprey Ascend Welcome Page, click the View My Transcript button.



On your employee/student transcript page, click the blue Open Curriculum button to the right of the UNF COVID-19 Education Program training item.

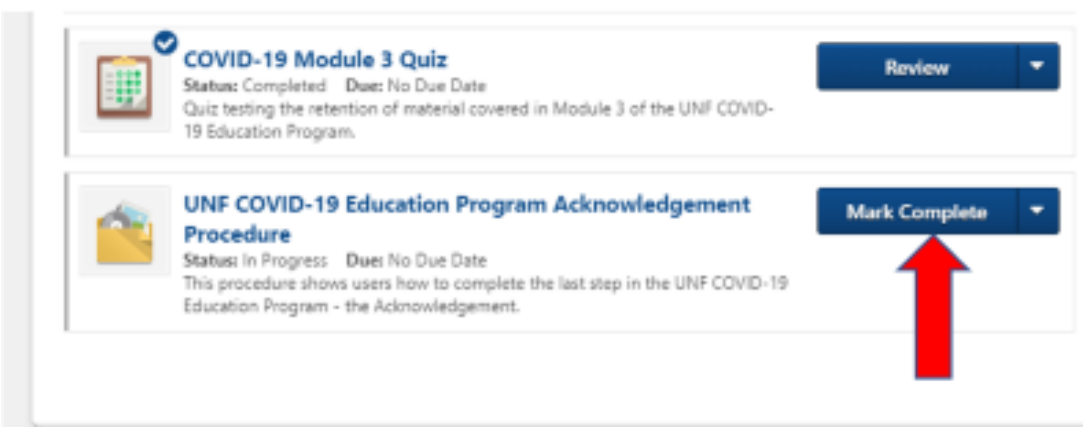


On the Curriculum Player page, click Launch for the first Module of the program and continue completing each module until each one has a blue check mark next to it and the curriculum progress tracker shows 100% completed.



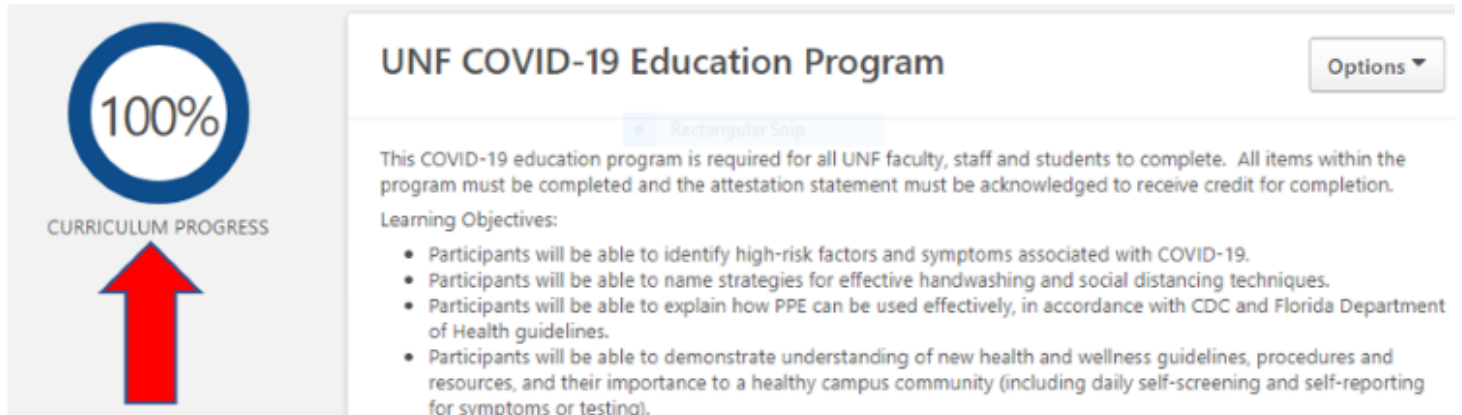
When you reach the last module in the curriculum, the UNF COVID-19 Education Program Acknowledgement Procedure, click Launch to read the document.

Once you have read the document, close out that window, then click Mark Complete for that item.



The last step to completing the required UNF COVID-19 Education Program is to acknowledge the attestation statement.

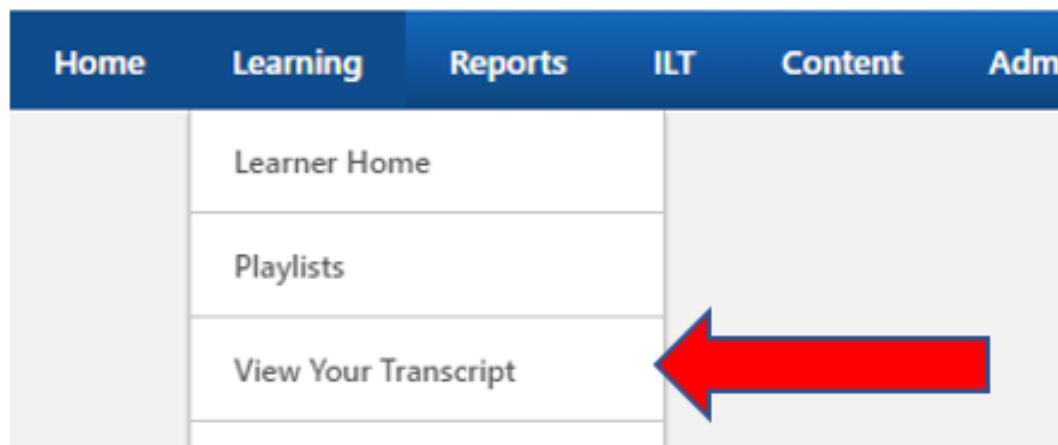
Once you have completed all the components/modules of the program, the curriculum progress tracker should read 100%, then do the following:



The screenshot shows the 'UNF COVID-19 Education Program' dashboard. On the left, a circular progress indicator shows '100%' with the text 'CURRICULUM PROGRESS' below it and a red arrow pointing upwards. The main content area includes a title 'UNF COVID-19 Education Program', a description stating that the program is required for all UNF faculty, staff, and students, and a list of learning objectives:

- Participants will be able to identify high-risk factors and symptoms associated with COVID-19.
- Participants will be able to name strategies for effective handwashing and social distancing techniques.
- Participants will be able to explain how PPE can be used effectively, in accordance with CDC and Florida Department of Health guidelines.
- Participants will be able to demonstrate understanding of new health and wellness guidelines, procedures and resources, and their importance to a healthy campus community (including daily self-screening and self-reporting for symptoms or testing).

1. Using your mouse, hover the cursor over the Learning option on the menu bar.
2. Click on View Your Transcript



The screenshot shows a navigation menu with the following items: Home, Learning, Reports, ILT, Content, and Admin. The 'Learning' menu is expanded, showing sub-items: Learner Home, Playlists, and View Your Transcript. A red arrow points to the 'View Your Transcript' option.


3. On the Transcript page, click the Acknowledge button associated with the UNF COVID-19 Education Program training item.



The screenshot shows the transcript page with search filters (Active, By Date Added, All Types) and a search bar. Below the search results, there is one item: 'UNF COVID-19 Education Program' with a status of 'Pending Acknowledgement'. A red arrow points to the 'Acknowledge' button next to the item.

4. Click Acknowledge on the attestation statement.

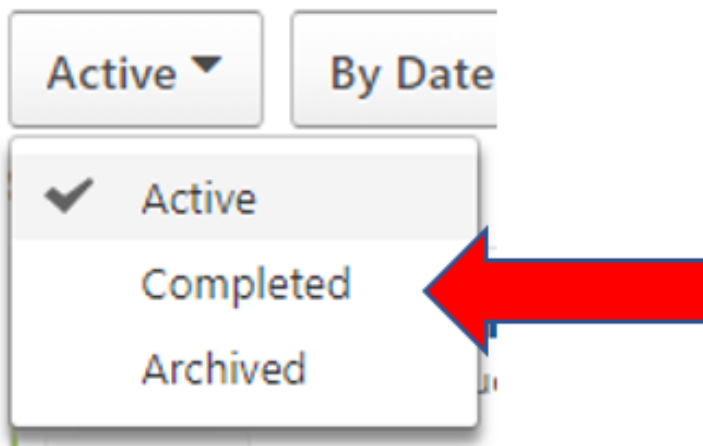
I affirm that I have completed each module of this training by reading the information provided and viewing each video. I agree to comply with the health and safety instructions in this training. I understand that the requirements for health and safety may be updated in the future by applicable governmental leaders and the University. If I have any questions, I understand that I can direct those questions to Human Resources (faculty and staff) or the Dean of Students Office (students).



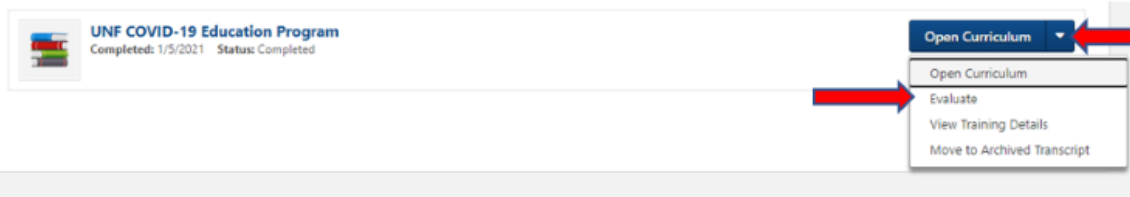
Congratulations! You have now completed the UNF COVID-19 Education Program and this item should now reside on the "Completed" portion of your training transcript.

Evaluation

If you wish to complete a voluntary evaluation of this program, then click the Active button on your transcript and select Completed.



Click the down arrow in the blue box to the right of the UNF COVID-19 Education Program item and click on Evaluate.



Complete and submit the evaluation.

Center for Professional Development and Training

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