

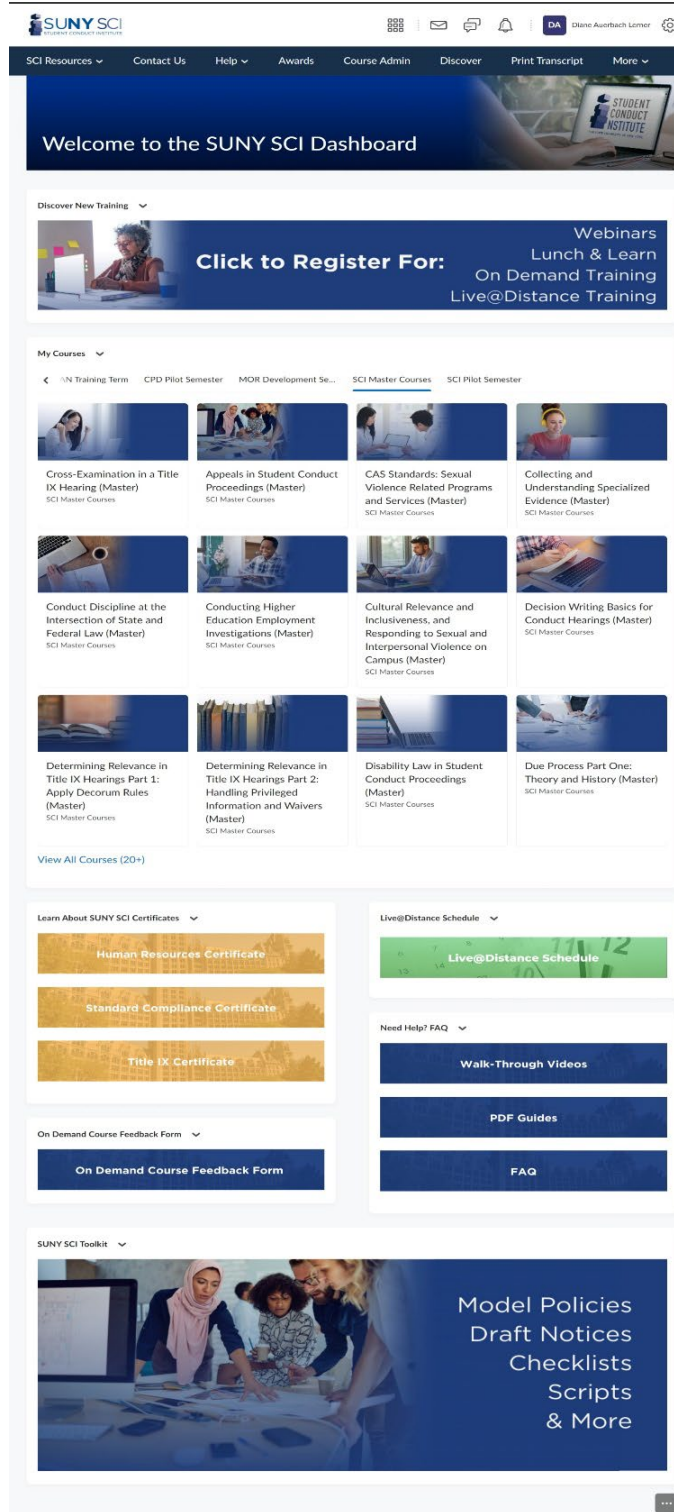
This document provides a brief overview of the features and tools in Brightspace, our new digital learning environment.

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SCI Dashboard

We refer to the Brightspace homepage as the “Dashboard.”

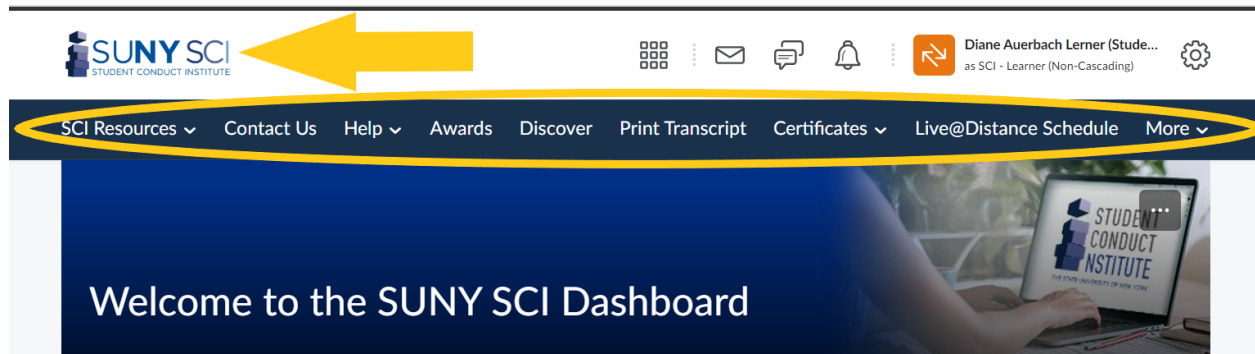


The screenshot displays the SUNY SCI Dashboard homepage. At the top, a navigation bar includes the SUNY SCI logo, a user profile icon, and links for SCI Resources, Contact Us, Help, Awards, Course Admin, Discover, Print Transcript, and More. Below the navigation bar is a large banner with the text "Welcome to the SUNY SCI Dashboard" and an image of a person using a laptop. A section titled "Discover New Training" features a "Click to Register For:" button and links to Webinars, Lunch & Learn, On Demand Training, and Live@Distance Training. The "My Courses" section displays a grid of course cards, each with a thumbnail image and a title, such as "Cross-Examination in a Title IX Hearing (Master)" and "Appeals in Student Conduct Proceedings (Master)". Below the course grid is a link to "View All Courses (20+)". The "Learn About SUNY SCI Certificates" section lists three certificates: Human Resources Certificate, Standard Compliance Certificate, and Title IX Certificate. The "Live@Distance Schedule" section features a "Live@Distance Schedule" button. The "Need Help? FAQ" section includes links to "Walk-Through Videos", "PDF Guides", and "FAQ". The "SUNY SCI Toolkit" section features a large image of a group of people working together and a list of resources: Model Policies, Draft Notices, Checklists, Scripts, and More.

Navigating the Dashboard

The "Navbar" is at the top of the Dashboard. Use the navbar as the navigation tool for Brightspace.

The SUNY SCI logo on the upper lefthand side of the page is the "home" button. As you access the different Brightspace pages, clicking the home button will always bring you back to the homepage or Dashboard.



SCI Resources: Access resources from the SCI.

Contact Us: Links to our website.

Help: Access resources to help you navigate Brightspace. Submit a help ticket if you are having technical issues.

Awards: View your awards earned for completing courses and certificate paths.

Discover: Access Discover to enroll in courses and training.

Print Transcript: Locate and automatically download your transcript.

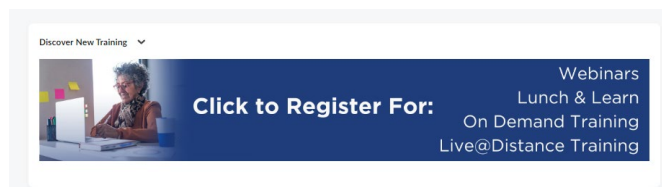
Certificates: Read about our certificates and link to registration.

Live@Distance Schedule: View upcoming SCI Live@Distance webinars.

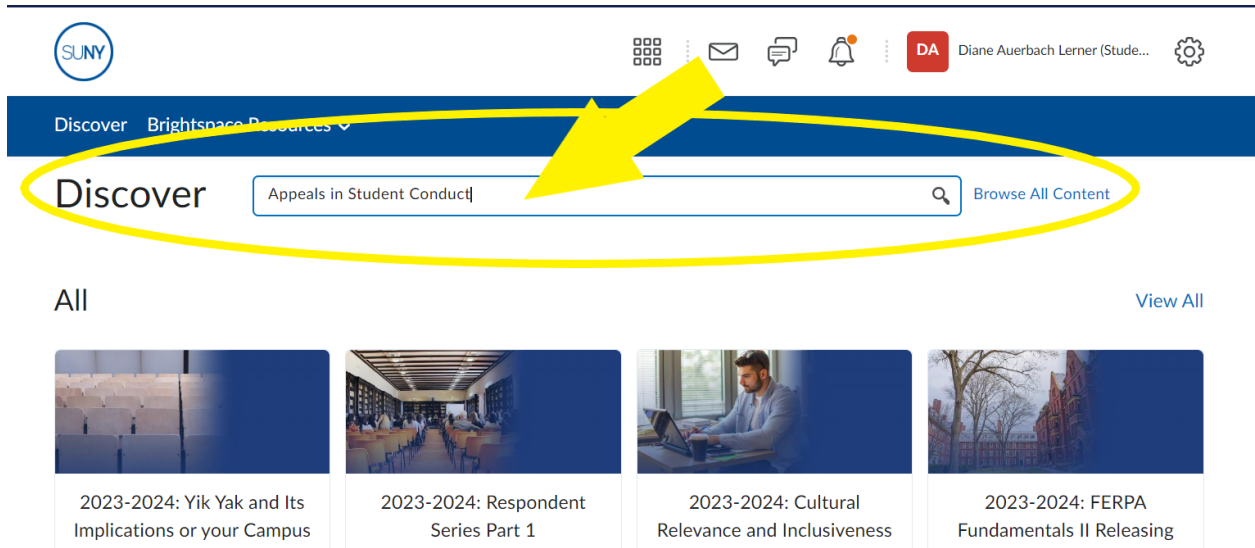
More: Click dropdown arrow to access Course Feedback Form and other items

Register for a Course

When you arrive at the Dashboard, you will see a section called "Discover New Training." Click this button to access the Discover tool to register for courses.



Enrolling in Courses in Discover



The screenshot shows the SUNY Discover interface. At the top, there is a navigation bar with the SUNY logo on the left and a user profile on the right. Below the navigation bar, there is a search bar with the text "Discover" and a search button. A yellow arrow points to the search bar, and a yellow oval highlights the "Discover" link in the top navigation bar. Below the search bar, there are four course listings:

- 2023-2024: Yik Yak and Its Implications or your Campus
- 2023-2024: Respondent Series Part 1
- 2023-2024: Cultural Relevance and Inclusiveness
- 2023-2024: FERPA Fundamentals II Releasing

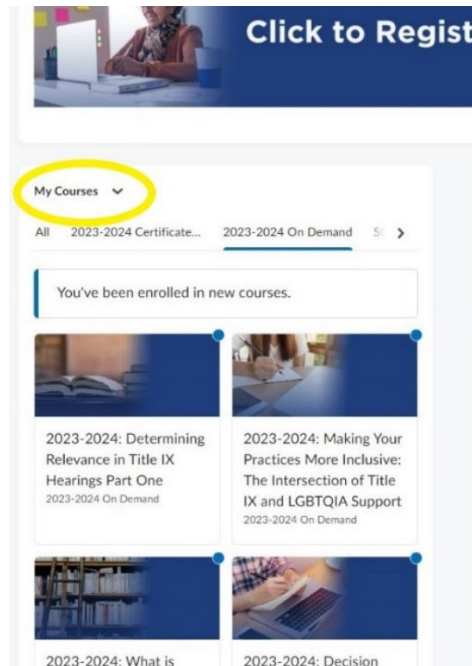
Once you enroll in courses through Discover, you can return the SCI Dashboard by clicking on the upper left hand corner SUNY icon.



The screenshot shows the SUNY Discover interface. At the top, there is a navigation bar with the SUNY logo on the left and a user profile on the right. Below the navigation bar, there is a search bar with the text "Discover" and a search button. A yellow arrow points to the SUNY icon in the top left corner.

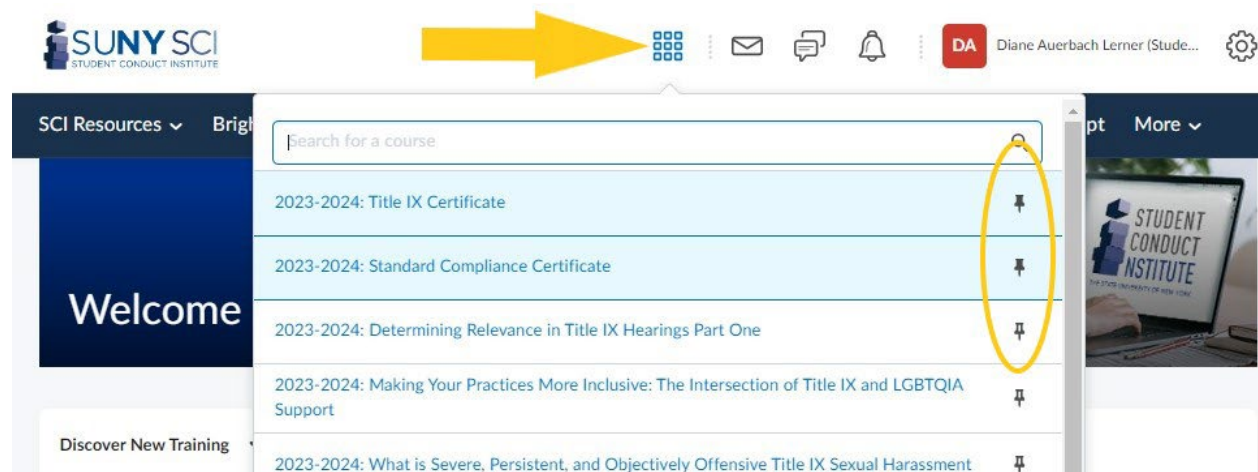
Accessing Your Courses

Once you enroll in a course, you will be able to access it through the Dashboard. Scroll past "Click to Register For" to locate "My Courses." This section lists all the courses in which you are enrolled.



To find a specific course, locate "waffle" icon  at the top of the page. Clicking on that icon will bring up a search bar to find courses.

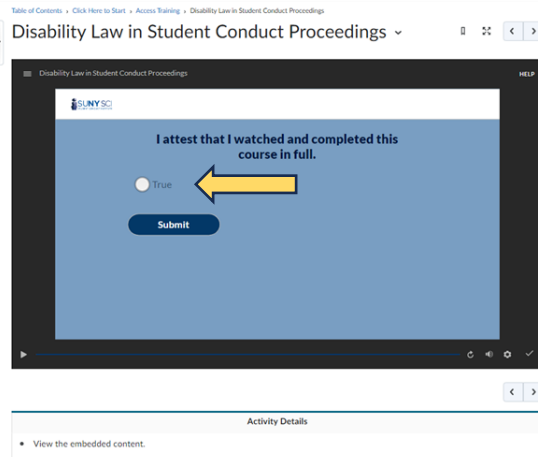
You can pin the courses you are currently taking so that it is easy to find them. When you "pin" them, they will show up at the top of your course list.



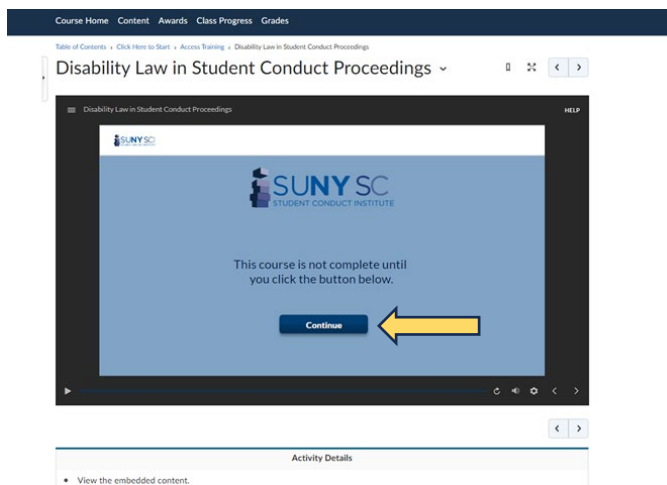
Course Completion

To get credit for your course, you will need to answer the attestation quiz at the end of each course. This attestation will signal that you have completed the course in full and trigger your grade and an award.

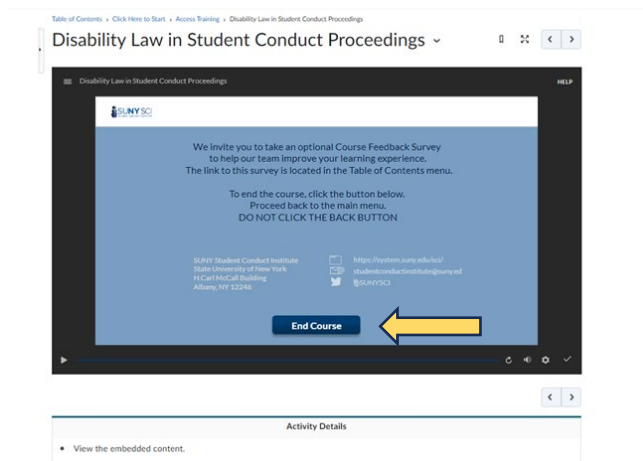
Course Completion 1



Select "True."

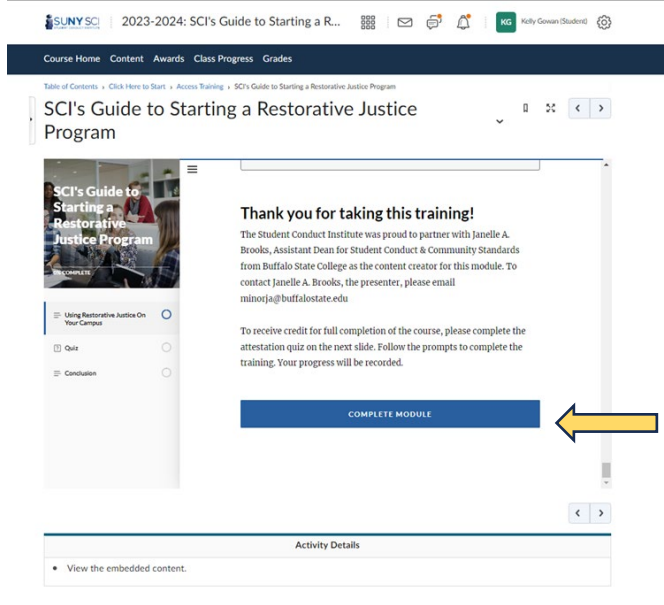


Click Continue



Click "End Course."

Course Completion 2



Click "Complete Module"

SUNY SCI | 2023-2024: SCI's Guide to Starting a R... | [Icons]

Course Home | Content | Awards | Class Progress | Grades

Table of Contents | Click Here to Start | Access Training | SCI's Guide to Starting a Restorative Justice Program

SCI's Guide to Starting a Restorative Justice Program



Using Restorative Justice On Your Campus

Quit

Conclusion

Lesson 2 of 3

Quiz

Student Conduct Institute

Please complete the following attestation.

START QUIZ >

Activity Details

- View the embedded content.

Click "Start Quiz."

SUNY SCI | 2023-2024: SCI's Guide to Starting a R... | [Icons]

Course Home | Content | Awards | Class Progress | Grades

Table of Contents | Click Here to Start | Access Training | SCI's Guide to Starting a Restorative Justice Program

SCI's Guide to Starting a Restorative Justice Program



Using Restorative Justice On Your Campus

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Conclusion

Question 01/01

I attest that I have completed the course in full.

☒ True

☐ False

SUBMIT

Activity Details

- View the embedded content.

Select "True" and "Submit."

SUNY SCI | 2023-2024: SCI's Guide to Starting a R... |      Kelly Conner (Student) 

Course Home Content Awards Class Progress Grades

Table of Contents > Click Here to Start > Access Training > SCI's Guide to Starting a Restorative Justice Program

SCI's Guide to Starting a Restorative Justice Program



Using Restorative Justice On Your Campus ☒ **Quit** ☒ **Conclusion** ☐

Your score 100%

ENDING 100%

TAKE AGAIN

Continue

Activity Details

- View the embedded content.

Click "Continue."

SUNY SCI | 2023-2024: SCI's Guide to Starting a R... |      Kelly Conner (Student) 

Course Home Content Awards Class Progress Grades

Table of Contents > Click Here to Start > Access Training > SCI's Guide to Starting a Restorative Justice Program

SCI's Guide to Starting a Restorative Justice Program



Using Restorative Justice On Your Campus ☒ **Quit** ☒ **Conclusion** ☐

We invite you to take an optional Course Feedback Survey to help our team improve your learning experience. The link to this survey is located in the Table of Contents menu.

Please select the "COMPLETE COURSE" tab to finalize your completion of the course.

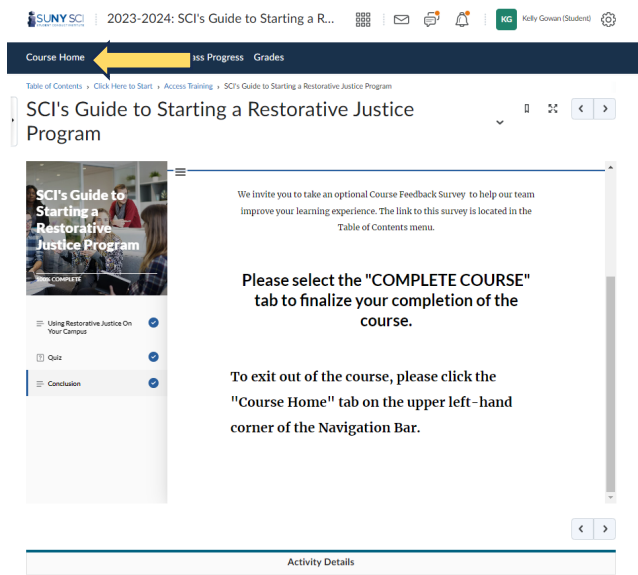
DO NOT CLICK THE BACK BUTTON

COMPLETE COURSE

Activity Details

- View the embedded content.

Click "Complete Course."



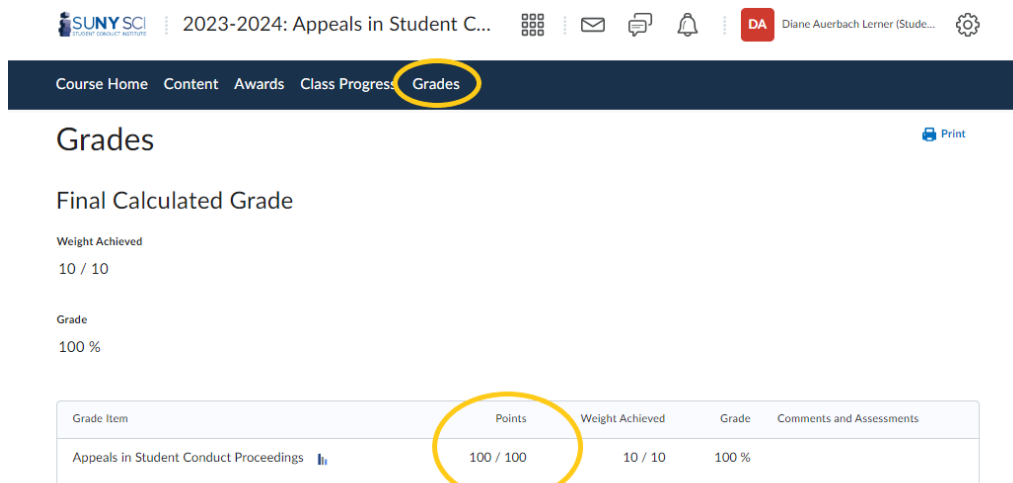
The above screen will appear.

Click "Course Home" to return to course homepage.

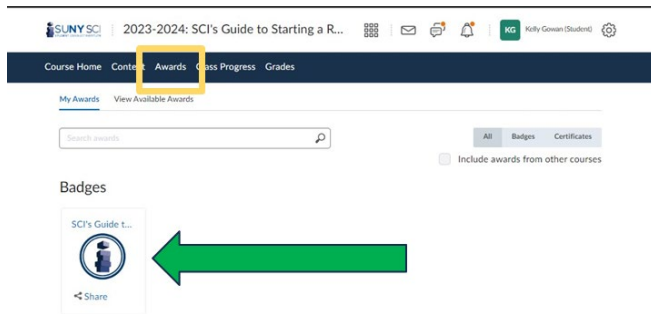
Click the SCI logo in the upper left-hand corner to return to the main SCI dashboard.

Awards, Certificates and Grades.

Every course (except the Certificate courses) will have a completion badge that appears when you successfully complete the requirements of the course. SCI learning paths each have a certificate that will generate after you have completed the required courses.



Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Appeals in Student Conduct Proceedings	100 / 100	10 / 10	100 %	



Transcripts

Your transcript will record every course for which you have received full credit. When you click the "Print transcript" tab in the navbar, it will automatically download. If you feel there is an error on your transcript, please contact the SCI.

Certificate Paths

We offer three certificate paths.

Learn About SUNY SCI Certificates ▾

Human Resources Certificate

Standard Compliance Certificate

Title IX Certificate

Human Resources Certificate

Learners who follow the Human Resources Certificate path will complete advanced topics related to Title IX and employment issues in higher education.

Note that this path does not cover all topics required by the 2020 Title IX Final Rules or by the VAWA Amendments to the Clery Act, and it may not cover all training topics required by your state's law.

This path is best for professionals with Human Resources duties.

Standard Compliance Certificate

Learners who follow the Standard Compliance Certificate path will complete all topics required by the Violence Against Women Act (VAWA) amendments to the Clery Act. These federal requirements apply annually for officials who may be involved in receiving, investigating, or adjudicating a case of sexual or interpersonal violence.

This path is best for any learner who does not have specific Title IX duties.

Title IX officials should instead consider completing the Title IX Compliance Learning Path or advanced training in Title IX.

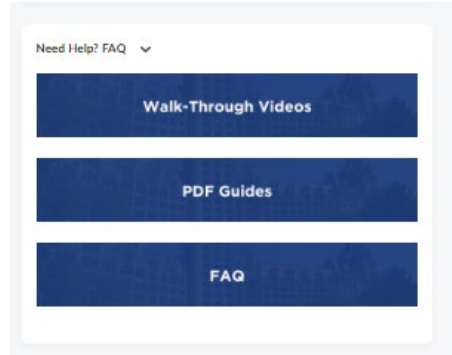
Title IX

Learners who follow the Title IX Certificate path will complete all topics required for Title IX Coordinators, Investigators, and Decisionmakers under the 2020 Title IX Final Rules, and all topics required for officials who may be involved in receiving, investigating, or adjudicating a case of sexual or interpersonal violence annually by guidance under the Violence Against Women Act (VAWA) amendments to the Clery Act.

This path is best for any learner who has specific Title IX duties, such as serving as a Title IX Investigator, Decisionmaker, or Coordinator.

Need Help? FAQ

Explore this section to find help with accessing your courses, getting your transcript, or have any other course-related questions.



On Demand Course Feedback Form

This link brings you to the SCI survey that allows you to give feedback about our on-demand courses. This survey helps us create better learning experiences. This link is also in every course.

