Employee Gender-Based and Sexual Violence Training on OWL **Training Instructions**

Content Warning: This training contains videos and language related to Gender Based and Sexual Violence that some readers may find troubling or that may affect them emotionally. **We encourage you to take breaks whenever** *is needed.* You may want to discuss this training with Western's <u>Human Rights Office (humanrights@uwo.ca)</u>. All Western Employees may also access our <u>Employee Assistance Program</u> 24/7/365 by phone 1-844-880-9142 or on the web visit: <u>www.uwo.ca/hr/benefits/eap/</u>

Technical Support: If you encounter any challenges accessing OWL, you may contact the WTS helpdesk at 519 661-3800 or Ext. 83800 or on the web <u>https://wts.uwo.ca/helpdesk/</u>

Getting Started

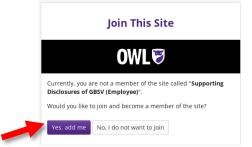
- 1. Access the OWL training site: www.uwo.ca/hr/safety/sexualviolence/
- 2. Scroll down and select "Complete the Required Employee Module".

Complete the Required Employee Module

3. Enter your Western username and password to access owl. Select "Log In".



4. Select "Yes, add me", when prompted to join the site.

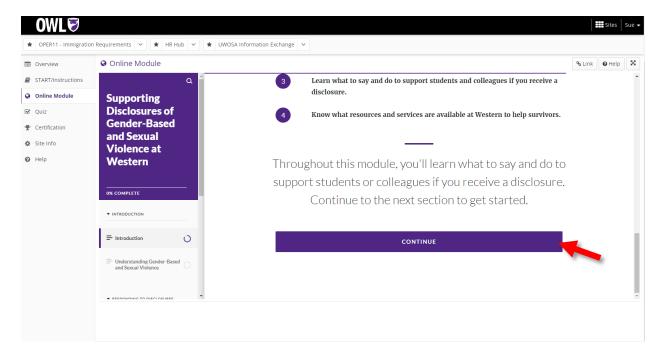


5. You will be redirected to the overview page. Read through the page and select
"START/Instructions" from the OWL menu on the left to begin.



Complete the Online Module

Press **"Continue"** at the end of each section to complete all sections of the module. Please note, this module takes about 25 minutes to complete.



Complete the Quiz

- 1. Select "Quiz" on the OWL menu on the left.
 - a. Then select "Quiz" under the Assessments from the main window.

	Overview	🗹 Quiz		% Link	🛿 Help	×	
	START/Instructions	Assessments					
0	Online Module Take an Assessment						
	Quiz	The assessments listed below are currently available for you to take. To begin, click on the assessment title.					
•							-64
		Search				iewing 1 to 1 ow 20 item:	
0			Time Limit	Due Date/Time			
			<u>Time Limit</u> n/a				

- 2. Select the box that says "I have read and understand the above warning, and wish to continue with a submission" to check it.
 - a. Select "Begin Assessment" to take the quiz.



Note: You must receive a score of 8 or higher out of 10 to pass. If you do not pass on your first attempt, you may take the quiz again.

3. Select "Submit for Grading" when you are done the quiz.



4. Select "Submit for Grading" again on the Assessment Submission Warning page.

Overview	C Quiz	×
START/Instructions	Assessment Submission Warning	
Online Module		
🗹 Quiz	• You are about to submit this assessment for grading. Click Submit for Grading if you really want to submit for grading. Otherwise, click Previous to return to the previous screen.	m
🝷 Certification	Course Name Supporting Disclosures of GBSV (Employee) Creator Iulia Beltrano	
🔅 Site Info	Assessment Title Quiz	
😧 Help	Submit for Grading Previous	

Check your results - Obtain your Certificate

- 1. Select "Certification" from the OWL menu on the left.
 - a. If you have passed, select "**View**" from the *View Certificate (PDF)* column on the right to see your certificate.

Overview	P Certification			% Link 🛛 🖉 Help
START/Instructions	View the status of your certificates below. Click the "View" link to	o download any certificat	tes you achieved.	
Online Module	Viewin	g 1 - 1 of 1		
🕑 Quiz	< < Show 10 it	ems per page 🛛 🔻	> >	
🕈 🍷 Certification				
🔅 Site Info	Certificate	Description	Requirements	View Certificate (PDF)
🚱 Help	Supporting Disclosures of GBSV at Western		 Earn a score greater than or equal to 8 points for gradebook item 'Quiz' You have earned 9 points 	View

 b. If you did not receive a score of 8 or higher, you will see the words "Requirement not met" Please complete the quiz again by selecting "Quiz" from the left menu. You may need to review parts of the module to prepare.

🔅 Site Info	Certificate	Description	Requirements	View Certificate (PDF)
🕑 Help	Supporting Disclosures of GBSV at Western		 Earn a score greater than or equal to 8 points for gradebook item 'Quiz' You have earned 0 points 	Requirement(s) not met

Log Out

When you have completed the training, and successfully passed the quiz:

- 1. Select your first "Name" in the top right corner of your screen.
- 2. From the drop down, then select "Log Out" to log out of OWL once you have completed the training.

