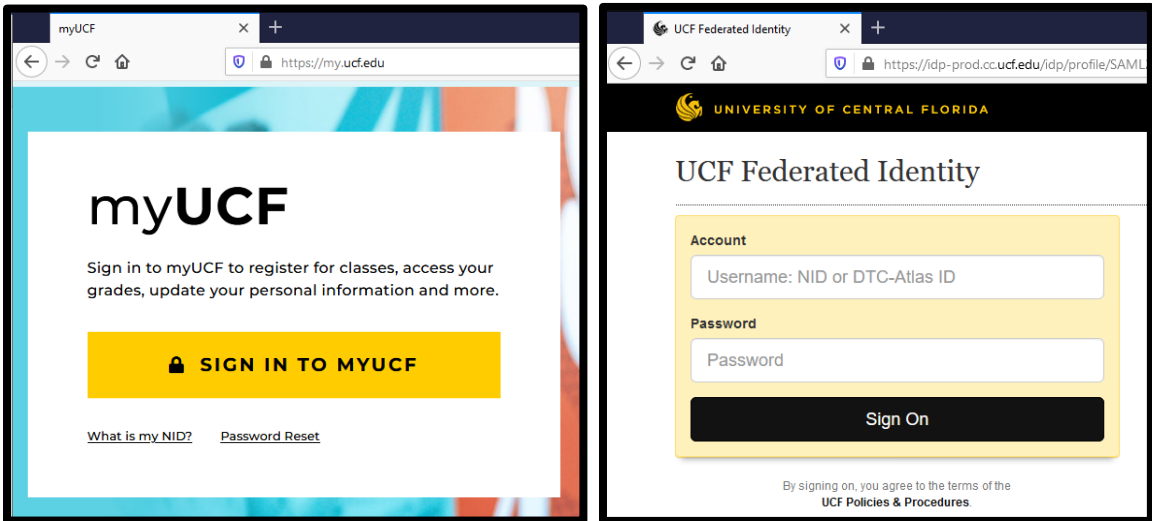


Regresando a Operaciones del Campus

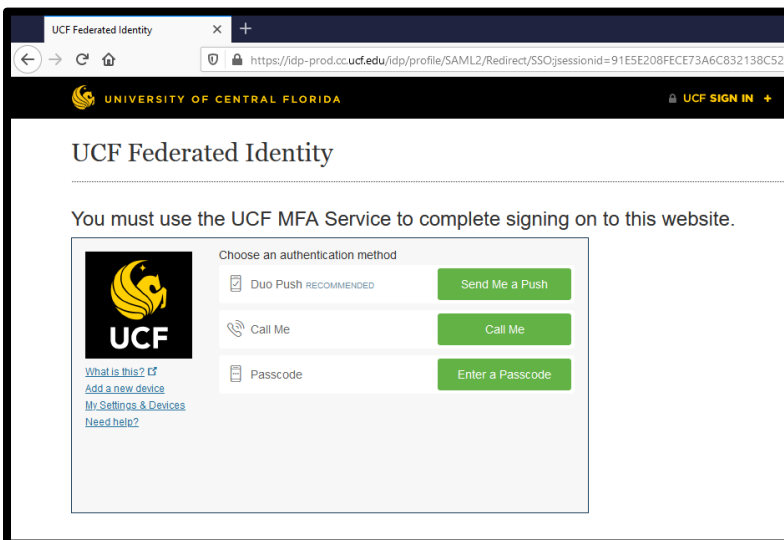
Guía de finalización del curso

Paso 1: Registrando por el Webcourse

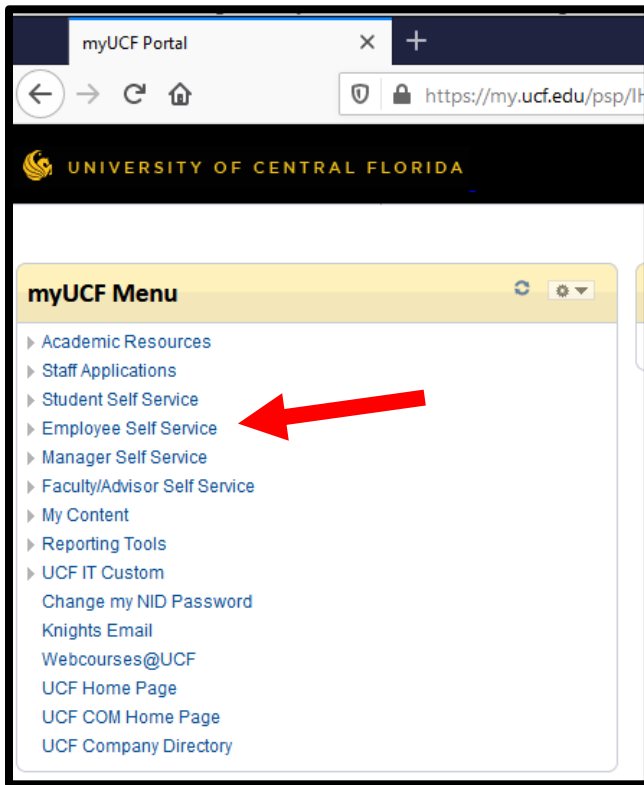
1. Registrar por la clase en MyUCF (my.ucf.edu). Usa su NID y contraseña NID. (su NID es el 2 letra y 6-numero combinación, por ejemplo, XX123456)



2. Probablemente se le pedirá que autentique su login. Si necesita ayuda, póngase en contacto con el UCF IT Support Center para solicitar asistencia mediante la autenticación multifactor. Correo electrónico: servicedesk@ucf.edu Sitio web: www.servicedesk.ucf.edu Teléfono: (407) 823-5117



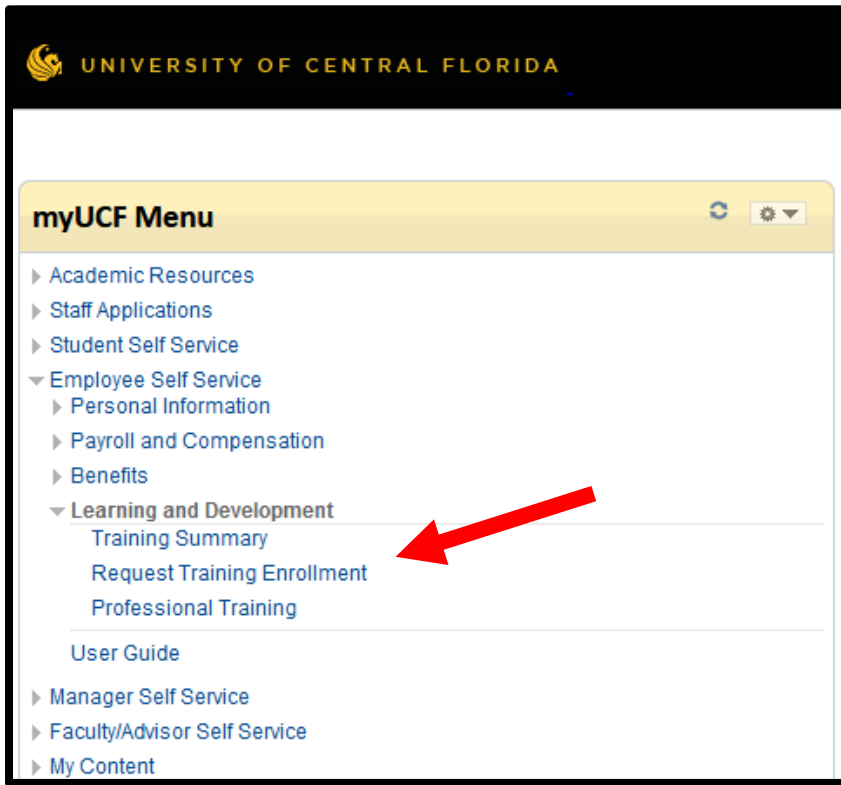
3. Cuando haya iniciado sesión en myUCF, haga clic en *Employee Self Service*.



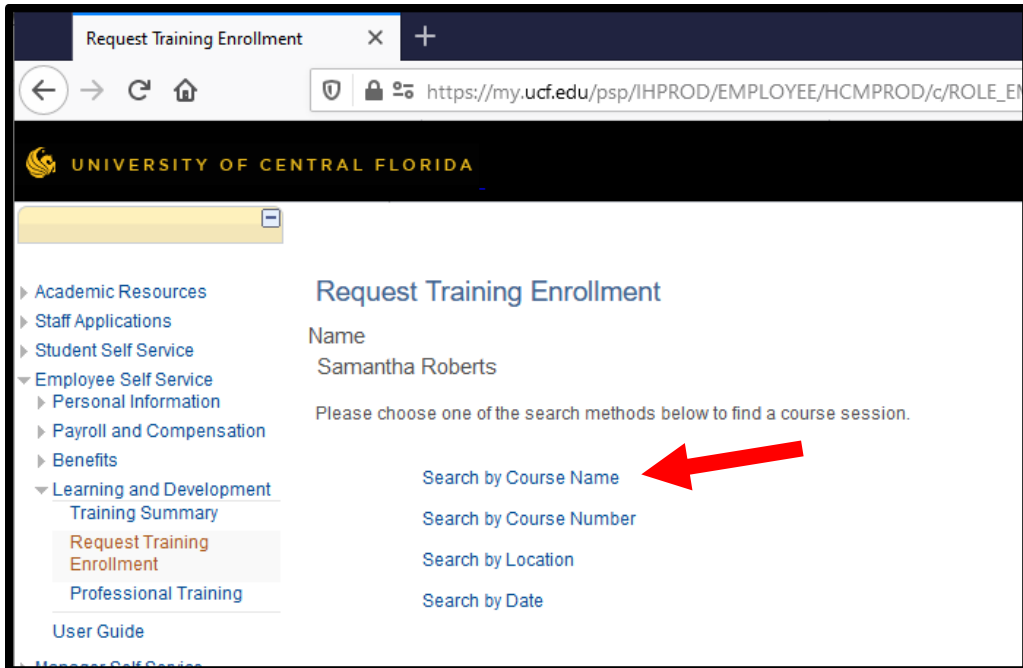
4. Después, haga clic en *Learning and Development*.



5. Después, haga clic en *Request Training Enrollment*.



6. Haga clic en *Search by Course Name*.



7. Escriba *Returning* y haga clic en *Search*.

UNIVERSITY OF CENTRAL FLORIDA

Request Training Enrollment
Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name

[Return to Request Training Enrollment](#)

Navigation menu: Academic Resources, Staff Applications, Student Self Service, Employee Self Service (Personal Information, Payroll and Compensation, Benefits), Learning and Development (Training Summary, Request Training Enrollment, Professional Training), Manager Self Service, Faculty/Advisor Self Service, My Content.

8. Haga clic en *View Available Sessions*

UNIVERSITY OF CENTRAL FLORIDA

Request Training Enrollment
Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

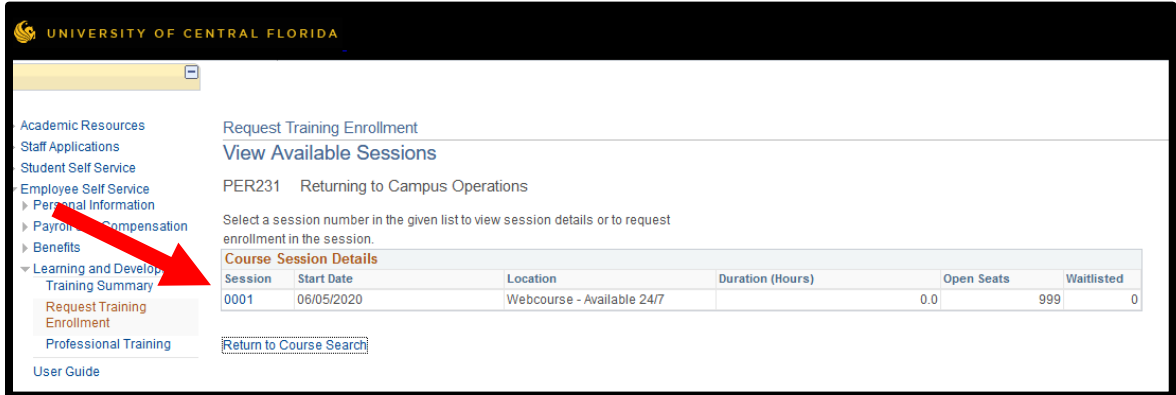
Course Name

Course Details			
Description	Course Detail	Course Number	Session Availability
Returning to Campus Operations		PER231	View Available Sessions

[Return to Request Training Enrollment](#)

Navigation menu: Academic Resources, Staff Applications, Student Self Service, Employee Self Service (Personal Information, Payroll and Compensation, Benefits), Learning and Development (Training Summary, Request Training Enrollment, Professional Training), User Guide, Manager Self Service, Faculty/Advisor Self Service, My Content.

9. Haga clic en el *número* de sesión de la primera sesión disponible y confirme su registro en la siguiente pantalla. **IMPORTANTE! Asegúrese de seleccionar la sesión con la próxima fecha futura**



UNIVERSITY OF CENTRAL FLORIDA

Request Training Enrollment
View Available Sessions

PER231 Returning to Campus Operations

Select a session number in the given list to view session details or to request enrollment in the session.

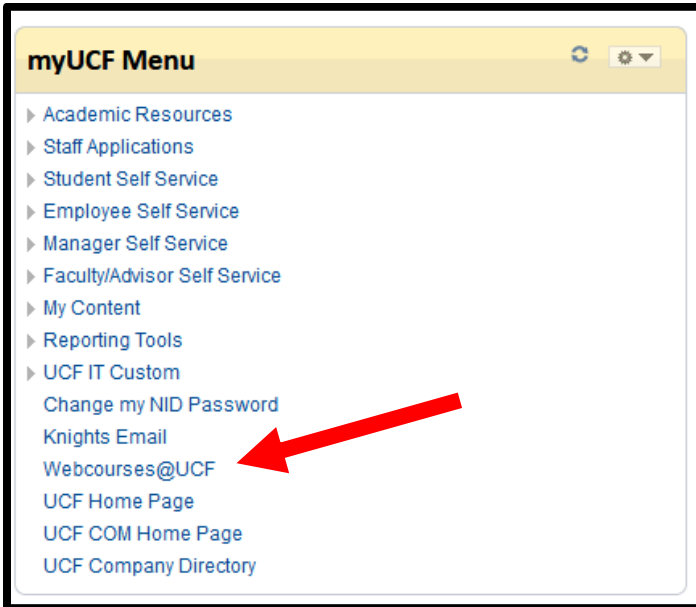
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0001	06/05/2020	Webcourse - Available 24/7		0.0	999

[Return to Course Search](#)

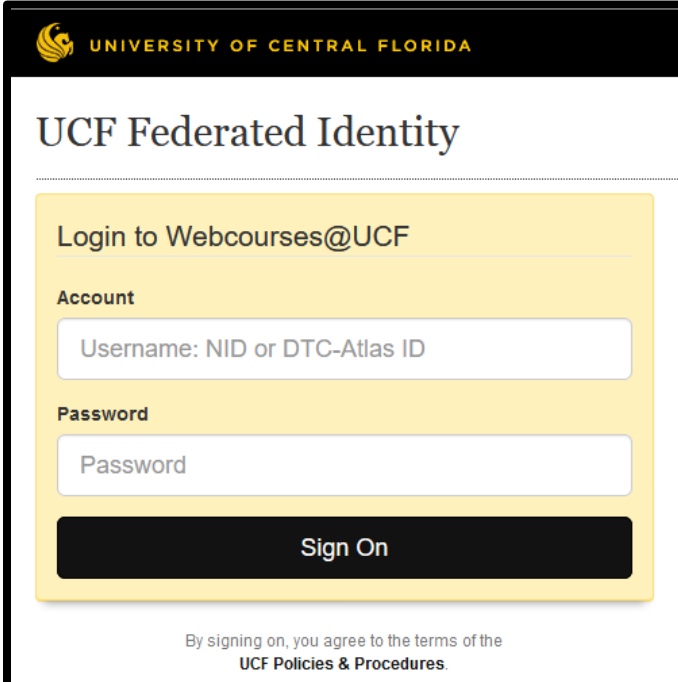
10. Recibirá un correo electrónico en breve confirmando su registro. Después de eso, podrás acceder a la formación a través de Webcourses.

Paso 2: Inicio de sesión en webcourses

1. Vaya a webcourses.ucf.edu o a Webcourses@UCF en el menú MyUCF



2. Si se le solicita, inicie sesión con su NID y contraseña NID

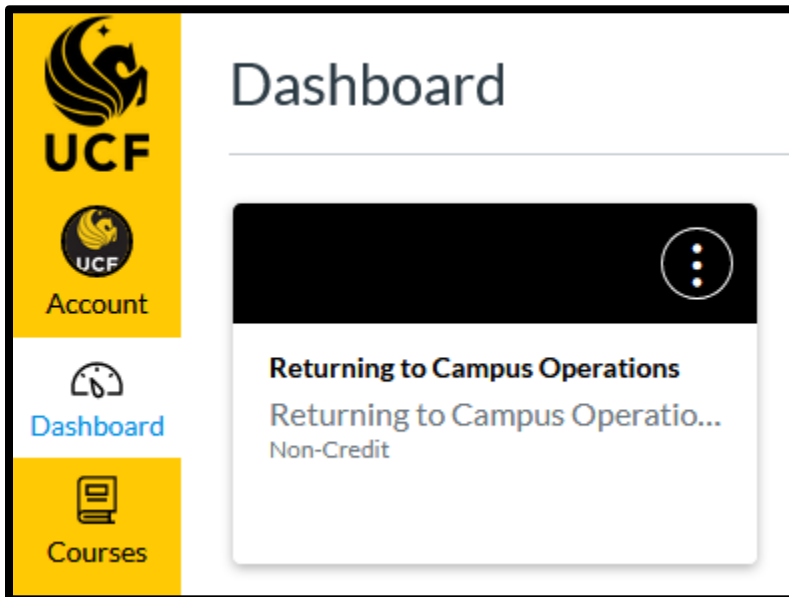


The image shows a screenshot of the 'UCF Federated Identity' login page. The page has a black header with the UCF logo and the text 'UNIVERSITY OF CENTRAL FLORIDA'. Below the header, the title 'UCF Federated Identity' is displayed. The main content area is a yellow box with the following elements:

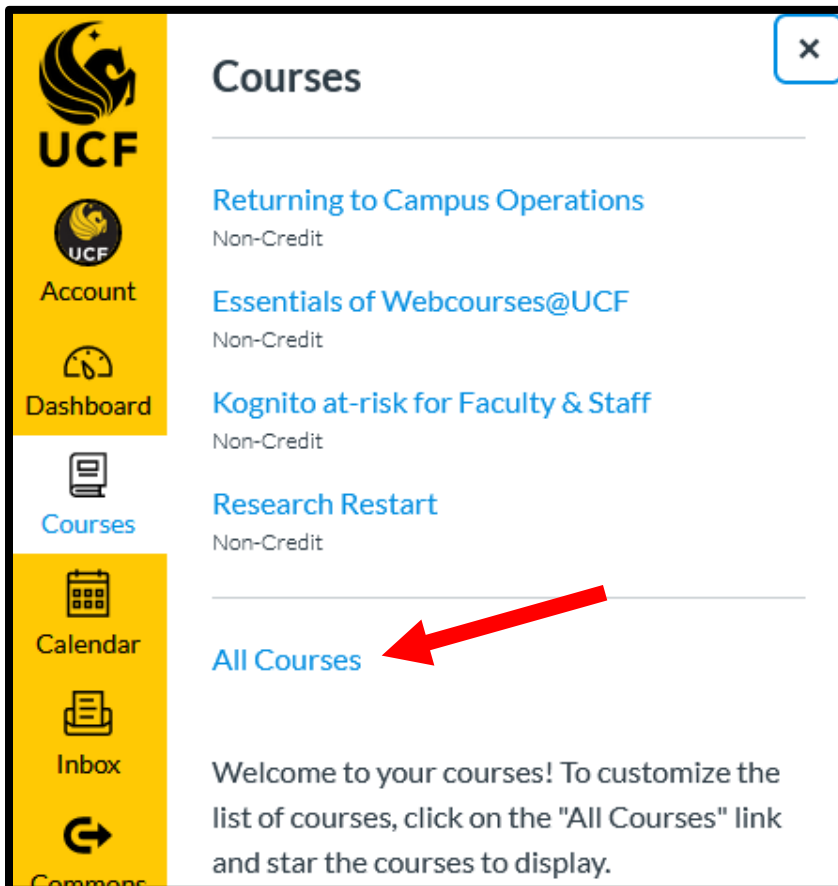
- Login to Webcourses@UCF**
- Account** section with a text input field containing 'Username: NID or DTC-Atlas ID'.
- Password** section with a text input field containing 'Password'.
- A black 'Sign On' button.

At the bottom of the page, there is a small text line: 'By signing on, you agree to the terms of the UCF Policies & Procedures.'

3. Returning to Campus Operations aparecerá en el panel de los webcourses



4. Si no aparece Returning to Campus Operations, consulte la lista cursos, All Courses



5. Si todavía no ve Returning to Campus Operations, espere 24 horas y vuelva a comprobarlo. Si todavía no ves el entrenamiento, entonces pide ayuda. Durante períodos de gran volumen, nuestro sistema puede tardar algún tiempo en procesar su registro.

UCF

Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

Help

Little lost? Try here first!

[Search the Canvas Guides](#)

Find answers to common questions

OTHER RESOURCES

[Conference Guides for Remote Classrooms](#)

Get help on how to use and configure conferences in canvas.

[Report a Problem to Webcourses@UCF Support](#)

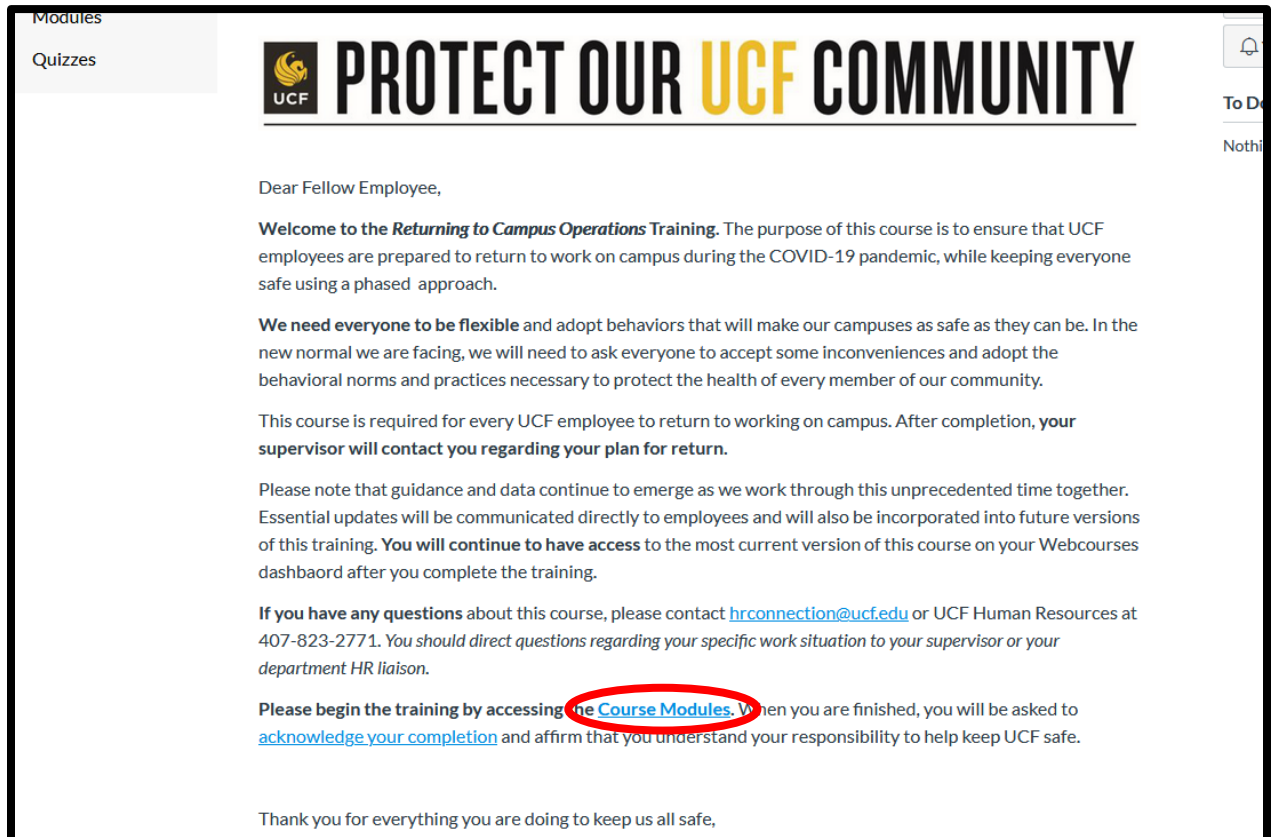
If Webcourses@UCF misbehaves, tell us about it

[Ask Your Instructor a Question](#)

Questions are submitted to your instructor

Paso 3: Tome el curso

1. El Webcourse de Returning to Campus Operations contiene toda la información que necesita para completar el módulo de capacitación en línea.
2. Al final de la página de inicio, hay un hipervínculo a los módulos del curso, haga clic en Course Modules para comenzar el entrenamiento.



Modules
Quizzes

PROTECT OUR UCF COMMUNITY

Dear Fellow Employee,

Welcome to the *Returning to Campus Operations Training*. The purpose of this course is to ensure that UCF employees are prepared to return to work on campus during the COVID-19 pandemic, while keeping everyone safe using a phased approach.

We need everyone to be flexible and adopt behaviors that will make our campuses as safe as they can be. In the new normal we are facing, we will need to ask everyone to accept some inconveniences and adopt the behavioral norms and practices necessary to protect the health of every member of our community.

This course is required for every UCF employee to return to working on campus. After completion, **your supervisor will contact you regarding your plan for return.**

Please note that guidance and data continue to emerge as we work through this unprecedented time together. Essential updates will be communicated directly to employees and will also be incorporated into future versions of this training. **You will continue to have access** to the most current version of this course on your Webcourses dashboard after you complete the training.

If you have any questions about this course, please contact hrconnection@ucf.edu or UCF Human Resources at 407-823-2771. *You should direct questions regarding your specific work situation to your supervisor or your department HR liaison.*

Please begin the training by accessing [the Course Modules](#). When you are finished, you will be asked to [acknowledge your completion](#) and affirm that you understand your responsibility to help keep UCF safe.

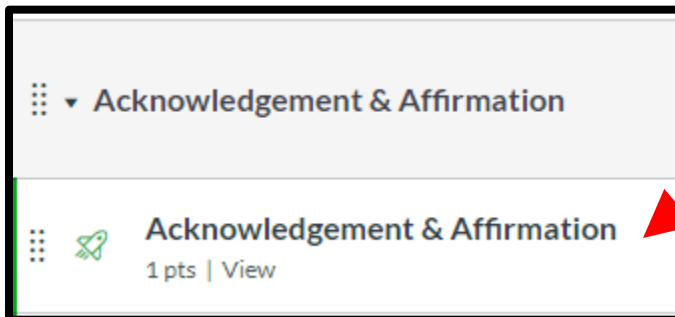
Thank you for everything you are doing to keep us all safe,

Paso 4: Completa el "Quiz" en Webcourses

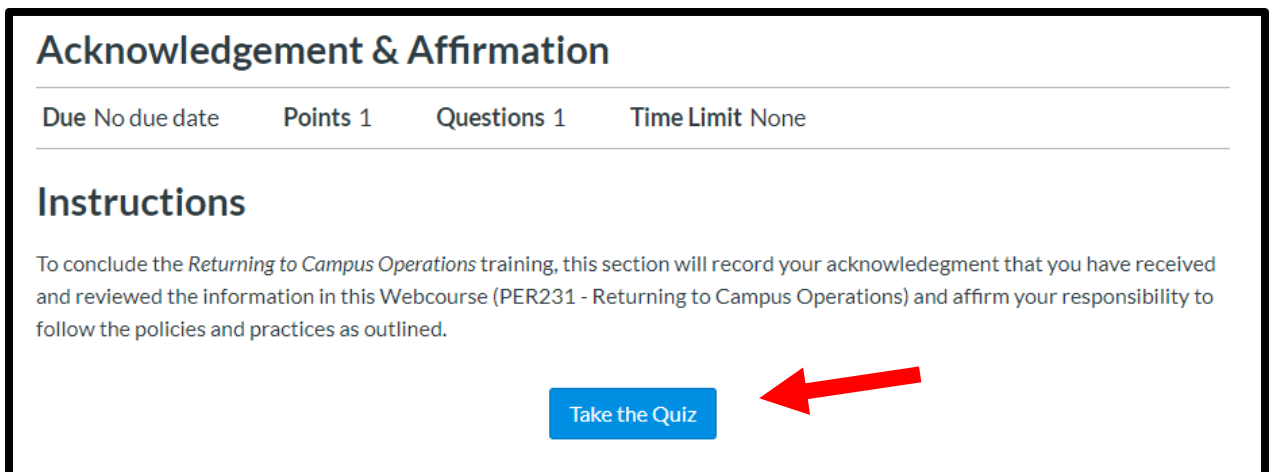
1. Después de leer el curso, debe completar el "Quiz" para ganar crédito. Haga clic en el tab Quizzes en el menú de la izquierda para encontrar el "Quiz" llamado Acknowledgement & Affirmation.



2. Haga clic en Acknowledgement & Affirmation



3. Haz clic en Take the Quiz



- Haga clic en el botón situado junto a la declaración de afirmación y, a continuación, haga clic en Submit Quiz

The screenshot shows a web interface for a quiz titled "Acknowledgement & Affirmation". The breadcrumb trail at the top reads "Returning to Campus Operations > Quizzes > Acknowledgement & Affirmation". On the left, a sidebar lists "Non-Credit", "Home", "Modules", and "Quizzes". The main content area shows the quiz title, "Started: May 26 at 3:40pm", and "Quiz Instructions". The instructions state: "Please click below to acknowledge that you have received and reviewed the policies and practices provided in this Webcourse (PER231 - Returning to Campus Operations)." Below this is "Question 1" worth "1 pts". The question text is "Please click below:" followed by a radio button and the text "I affirm that I have completed the Returning to Campus Operations training and I understand that I am responsible for following the principles and precautions as outlined." A red arrow points to this radio button. At the bottom right of the question box, there is a blue "Submit Quiz" button, also highlighted by a red arrow. The status bar at the bottom indicates "Quiz saved at 3:41pm".

Su supervisor será notificado de su finalización y se comunicará con usted acerca de su regreso al campus.

**Gracias por completar la Capacitación de Operaciones de Regreso al Campus.
Con su ayuda, UCF podrá mantener a nuestra familia UCF y a la comunidad segura.
Si necesita ayuda adicional con el acceso al curso UCF, póngase en contacto con
hrconnection@ucf.edu.**