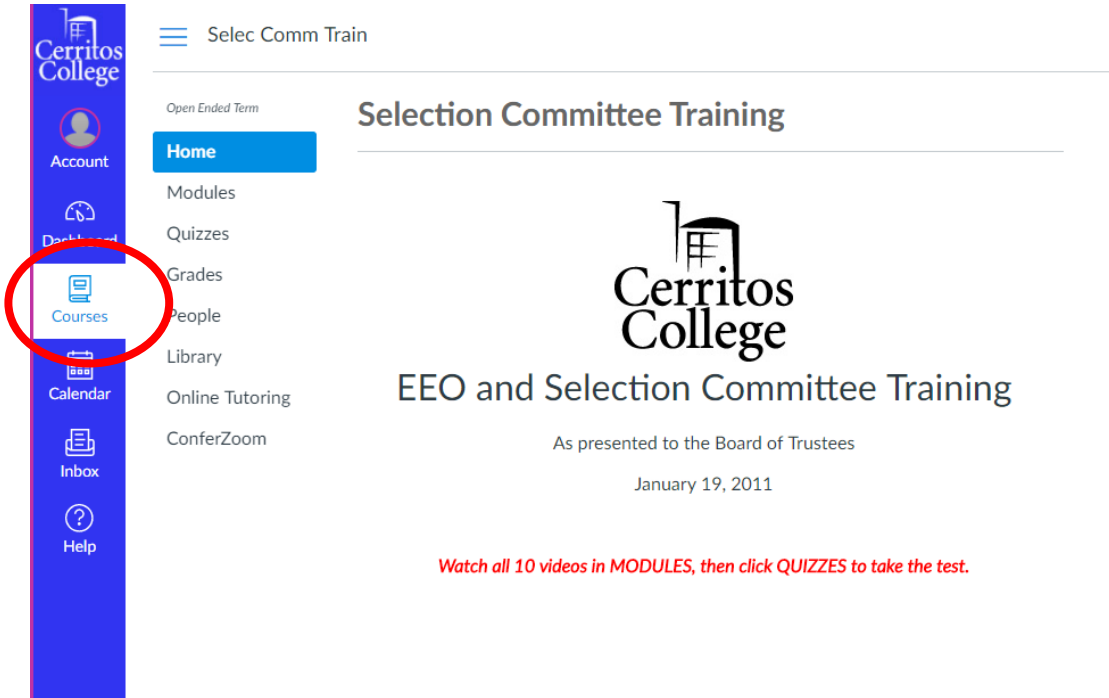
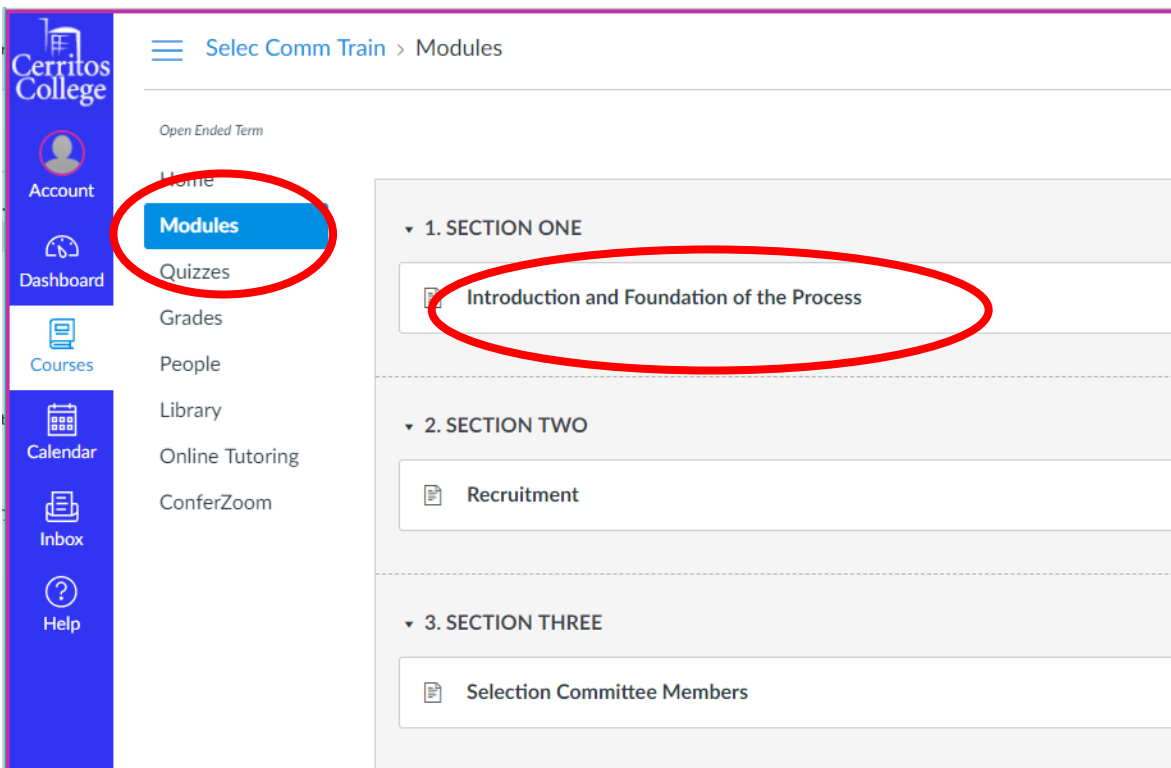


# Cerritos Community College EEO and Selection Committee Training

1. When you receive an invitation email to be added to the Selection Committee Training course on Canvas, select Courses



2. Select Modules, then the link for each Section in order



3. Press the play button to watch and listen to the videos

The screenshot shows the Cerritos College LMS interface. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area shows the breadcrumb 'Selec Comm Train > Pages > Introduction and Foundation of the Process'. Below this, there is a video player titled 'Introduction and Foundation of the Process'. The video content is a slide titled 'EEOC - Section One' with the following text: 'Cerritos College Board Policy 3420 and Administrative Procedure 3420 Designates the District's Selection Procedures to be used in employment and ties the Selection Procedures to the Educational Master Plan.' A red circle highlights the play button in the center of the video player.

4. After completing the sections, select Quizzes and the EEOAC Training link

The screenshot shows the Cerritos College LMS interface with the 'Quizzes' section selected. The left sidebar is the same as in the previous screenshot. The main content area shows the breadcrumb 'Selec Comm Train > Quizzes'. There is a search bar labeled 'Search for Quiz'. Below it, there is a section titled 'Assignment Quizzes' which contains a link for 'EEOAC Training FINAL QUIZ 2016' with '33 pts | 33 Questions'. The 'Quizzes' link in the left sidebar is circled in red.

5. Select Take the Quiz link

The screenshot shows the Cerritos College LMS interface. The breadcrumb trail is 'Selec Comm Train > Quizzes > EEOAC Training FINAL QUIZ 2016'. The page title is 'EEOAC Training FINAL QUIZ 2016'. The quiz details are: Due No due date, Points 33, Questions 33, Time Limit None, Allowed Attempts Unlimited. A blue button labeled 'Take the Quiz' is circled in red. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help.

6. After completing the quiz, select on Grades and print or save as PDF or Screen Shot this page and send to Human Resources

The screenshot shows the 'Grades for Test Student' page in the Cerritos College LMS. The breadcrumb trail is 'Selec Comm Train > Grades > Test Student'. The page title is 'Grades for Test Student'. There is an 'Arrange By' dropdown menu set to 'Due Date' with an 'Apply' button. A 'Print' button is circled in red. The table below shows the quiz results:

Name	Due	Score	Out of
EEOAC Training FINAL QUIZ 2016		-	33
Assignments		N/A	0.00 / 0.00
Total		N/A	0.00 / 0.00

The left sidebar contains navigation options: Account, Dashboard, Courses (circled in red), Calendar, Inbox, and Help.

*Thank you for participating as a Selection Committee Member.*