

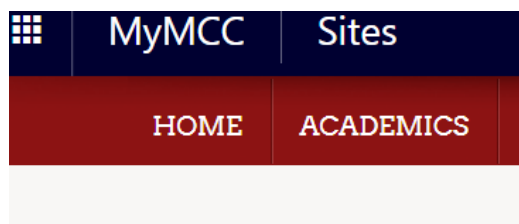
EMPLOYEES' GUIDE TO COMPLETION OF ETHICS REFORM LAW EDUCATION AND TRAINING REQUIREMENTS IN THE BLACKBOARD LEARNING MANAGEMENT SYSTEM

The Ethics Reform Law requires that the College provide each of its employees a summary of the Conflict of Interest Law prepared by the Massachusetts State Ethics Commission each year. The Ethics Reform Law also requires that College employees complete the State Ethics Commission's online **Conflict of Interest** training program every two years. The College must maintain records of employees' compliance with this requirement for 6 years. To maintain accurate records and track employees' compliance, College employees must complete the training program through the Blackboard Learning Management System. **All employees must complete this training within 30 days of becoming a College employee, and then once every two years thereafter.**

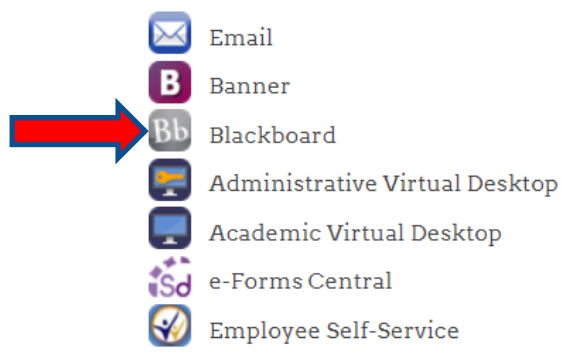
The following is a guide for the completion of the Conflict of Interest Training Program in Blackboard. If you have any questions about this process, please contact Darcy Orellana in Human Resources at 781-280-3559 or orellanad@middlesex.mass.edu.

STEP 1: LOG INTO MY MCC AND ENTER BLACKBOARD

First, log into MyMCC using your username and password. Then, click on the "Blackboard" link on the left to enter the Blackboard site.

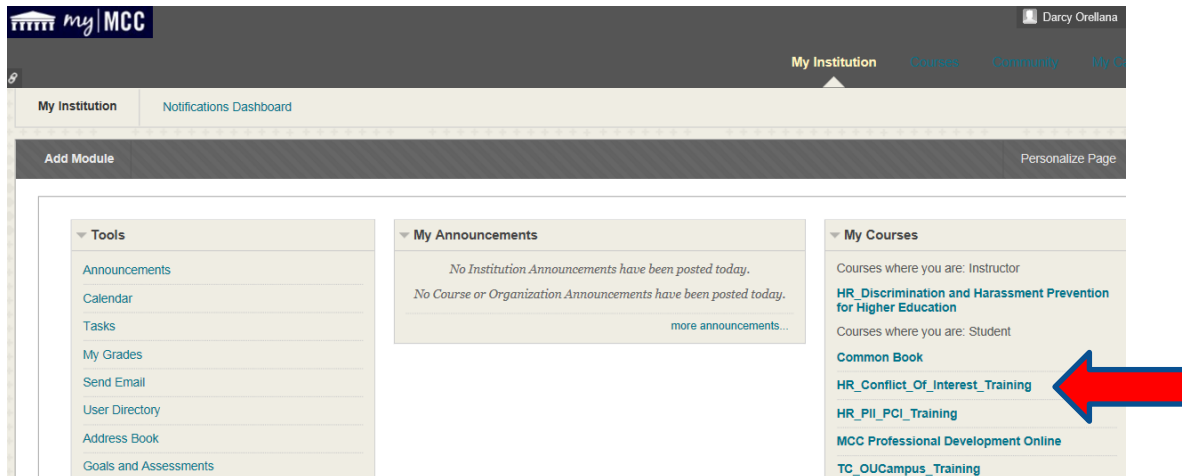


My Launchpad



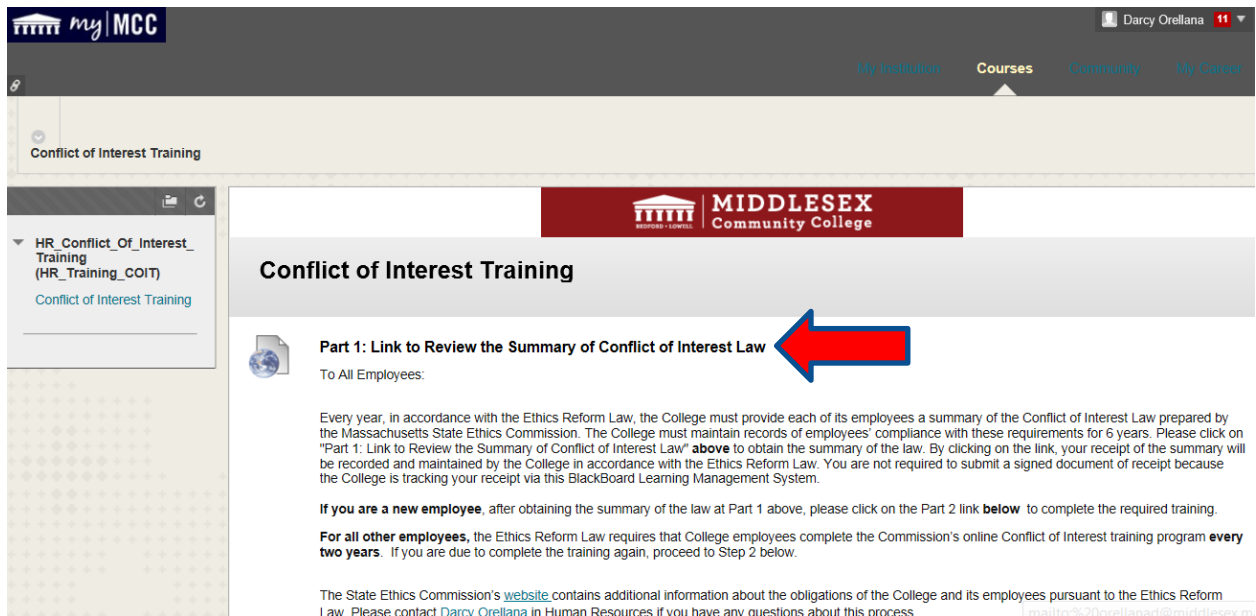
STEP 2: ENTER THE CONFLICT OF INTEREST COURSE

Once in Blackboard, find the section entitled “My Courses” on the right-hand side of the page and click on “**HR_Conflict_Of_Interest_Training**.”



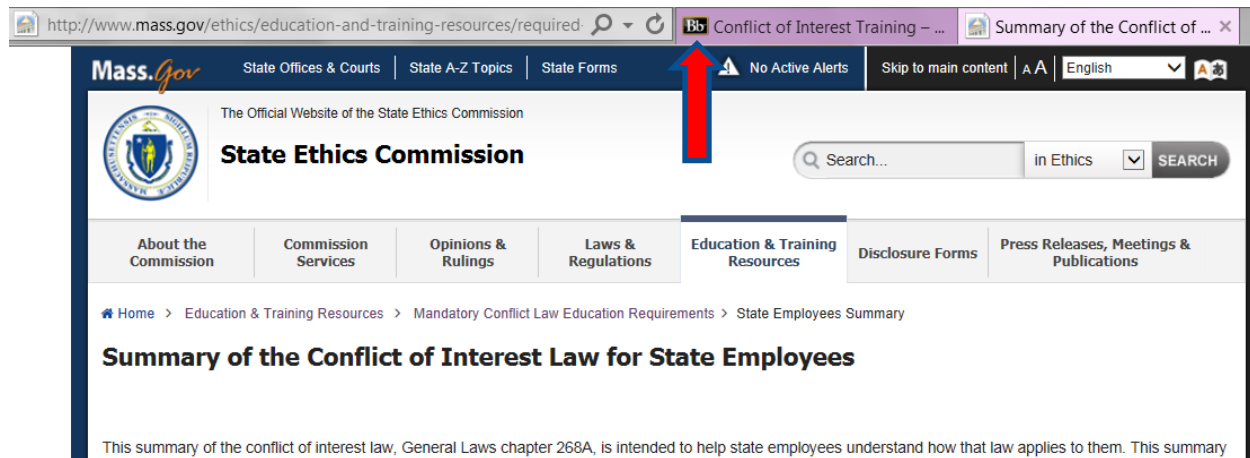
STEP 3: OBTAIN AND REVIEW THE SUMMARY OF THE CONFLICT OF INTEREST LAW

After you enter the Conflict of Interest Training course, click on “**Part 1: Link to Review the Summary of Conflict of Interest Law.**” By clicking on this link, you will obtain the Summary of the Conflict of Interest Law from the State Ethics Commission’s website, and your receipt of the summary will be recorded and maintained in accordance with the Ethics Reform Law.



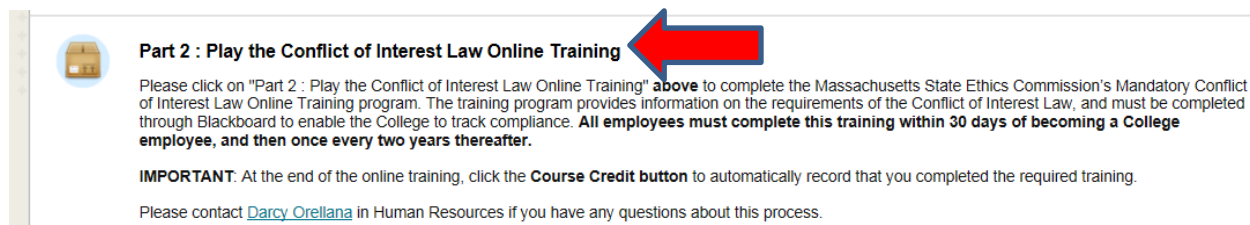
STEP 4: RETURN TO (or Continue in) THE BLACKBOARD LEARNING MANAGEMENT SYSTEM

After reviewing the Summary of the Conflict of Interest Law, click the “Bb Conflict of Interest Training” tab in your browser to return to the Conflict of Interest Training page to proceed to the **Part 2: Conflict of Interest Training**.



STEP 5: TAKE THE ONLINE TRAINING COURSE

Once you have returned to the Conflict of Interest training page, click on “**Part 2: Play the Conflict of Interest Law Online Training**.” The Conflict of Interest training program will open in a new window.



STEP 6: COMPLETE THE CONFLICT OF INTEREST LAW ONLINE TRAINING

Adjust the audio on your computer to the preferred volume, and/or utilize headphones. Review the contents of Page 1 of the training, then click the blue arrow button (“*When you are ready to proceed, click the next arrow button*”) at the bottom right-hand corner of the page to proceed to the next page of the Conflict of Interest Law Online Training.

Tip#1: Use the scroll bar on the right side of the training window if you can’t see the advance arrow on the bottom of the training content window.

Tip #2: Be sure to turn off pop-up blockers.

Conflict of Interest Law - Windows Internet Explorer

https://blackboard.middlesex.mass.edu/courses/1/HR_Training_COIT/content/_705716_1/a001.index.html

Before You Begin

Options Help

CONFLICT OF INTEREST LAW

Contents Script

Getting Started

1. Conflict of Interest Law Overview

2. Gift Restrictions

3. Self-Dealing and Nepotism

4. Standards of Conduct

5. Divided Loyalties

6. Prohibited Financial Interests in Contracts

7. Restrictions after Leaving Public Employment

Assessment

Next Steps

Disclaimer: The information presented in the program provides general information about the conflict of interest law and the compliance requirements. The information in this program is not designed to be a substitute for legal advice and should not be viewed as constituting legal advice. If you encounter a conflict of interest situation, you are urged to contact the Ethics Commission's Legal Division at 617-371-9500 to obtain specific advice about your situation.

Turn Off Pop-up Blockers
All Pop-up Blockers must be turned off.
In Internet Explorer, click the Tools drop-down menu; then select Pop-up Blocker. If Pop-up Blocker is on, click Turn Off Pop-up Blocker. If you are running another browser, refer to the Help option for that browser.

Adjust Audio
Please set your computer volume control now to a comfortable level. (Contact your PC support organization for assistance)

Use Headset (if available)
If available, we recommend you use headphones to avoid disturbing colleagues and to minimize distractions during the training. Headsets for PCs (and laptops) typically use standard audio connection (3.5 mm stereo jack plug which is compatible with most MP3 players and iPhones) so you can probably use your personal headphones or earbuds if you prefer. You can plug into the jack plug in the front of your PC or laptop (look for Green plug or headset icon).

Accessibility Information
This course is fully narrated, and a complete transcript is available. Click the Mute button below or enter **Ctrl Alt M** on your keyboard if you wish to mute the course audio and read at your own leisure or have a screenreader do the narration for you. To un-mute the audio at any time during the course, click the Unmute button or enter **Ctrl Alt U** on your keyboard. For more accessibility information, enter **Ctrl Shift A**.

View Script Option
To view the narration script, click the Script tab on the left, or enter **Ctrl Alt S**.

When you are ready to begin, click the Next arrow button.

Mute

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100%

The training will provide information pertaining to 7 topics, which are identified on the left-side of the page. After you review each page of the training, continue to click the blue arrow button at the bottom right-hand corner of each page of the training to proceed to the next page of the training.

STEP 7: COMPLETE THE LEARNING ASSESSMENT

After completing the portion of the training that provides information on the Conflict of Interest Law, you must complete the **Learning Assessment**. To begin, click the **Appointed Employee Assessment** button. Next, proceed to answer Questions 1-10 of the Learning Assessment.

Tip #3: At the beginning of the Learning Assessment, the window may appear blank. While the narrator speaks more information on the screen fills in. At the bottom of the window you can see the narration progressing and the Appointed Employee Assessment button will appear.

Otherwise:

- You are considered an appointed state or county employee and should click the **Appointed Employee Assessment** button.

Appointed
Employee
Assessment

Conflict of Interest Law - Windows Internet Explorer

https://blackboard.middlesex.mass.edu/courses/1/HR_Training_COIT/content/_705716_1/a001.index.html

Learning Assessment

Assessment Instructions

Options Help Previous

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- 7. Restrictions after Leaving Public Employment
- Assessment
- Next Steps

The learning assessment should take approximately 5 minutes to complete. After completing the assessment, you will be able to complete the program and notify your employer.

To begin:

- If you are an elected state or county official, click the **Elected Official Assessment** button.

Otherwise:

- You are considered an appointed state or county employee and should click the **Appointed Employee Assessment** button.

If you click Cancel during the assessment:

- You will **exit** the assessment (**Note:** Your answers will **not** be saved)
- Review** the course material (using the *Contents* menu to jump to desired topics)
- Take the assessment** again

Cancel

State Ethics Commission
Commonwealth of Massachusetts

Mute

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NOTE: If you click Cancel during the assessment-

- You will **exit** the assessment (Your answers will **not** be saved!)
- Review** the course material (using the *Contents* menu to jump to desired topics)
- Take the assessment** again

STEP 8: REQUEST COURSE CREDIT

After successfully completing the Learning Assessment, request course credit by clicking the button on the right-hand side of the page that says “Course Credit.”

The screenshot shows a web browser window titled "Conflict of Interest Law - Windows Internet Explorer". The address bar shows the URL: https://blackboard.middlesex.mass.edu/courses/1/HR_Training_COIT/content/_705716_1/a001.index.html. The page header is "Learning Assessment" with "Options Help" links. The main heading is "Successful Assessment Completion". Below this is a congratulatory message: "Congratulations! You have successfully completed the learning assessment." The page is divided into two main sections: "1. Request Course Credit" and "2. Fill Out and Print Certificate". In the first section, there is a "Course Credit" button highlighted with a red box and three red arrows pointing to it. The text in this section says: "If you are using PACE or some other Learning Management System (LMS):" followed by a bullet point: "Click Course Credit button to automatically notify your employer that you have completed the course." Below this, it says: "After clicking the Course Credit button, if you also wish to print a completion certificate, click the Print Certificate button and fill out the information." A red warning text states: "Do not click the Print Certificate button until after you click the Course Credit button if you are using PACE or some other LMS to receive course credit. Once you click the Print Certificate button, you will not be able to return to this screen." The second section, "2. Fill Out and Print Certificate", has a "Print Certificate" button. A note at the bottom states: "Note: By clicking the Course Credit button and/or printing the Certificate of Completion, you will have taken the final step in completing the Conflict of Interest Law online training program. Completion of this program is required by G.L. c 268A, the conflict of interest law." The sidebar on the left contains a "Contents" tab and a "Script" tab. Under "Contents", there is a list of topics: "Getting Started", "1. Conflict of Interest Law Overview", "2. Gift Restrictions", "3. Self-Dealing and Nepotism", "4. Standards of Conduct", "5. Divided Loyalties", "6. Prohibited Financial Interests in Contracts", "7. Restrictions after Leaving Public Employment", "Assessment", and "Next Steps".

After clicking the “**Course Credit**” button, your completion of the Conflict of Interest training will be recorded and maintained in Blackboard. Clicking the “Course Credit” button will automatically notify the College that you completed the Conflict of Interest training. Please be aware that, after clicking the “Course Credit” button, you will not receive any notification on the screen indicating that your completion of the training was recorded. If you have any concerns that Blackboard did not process your course credit, please contact Darcy Orellana in Human Resources.

You will not need to take the Conflict of Interest training again until 2 years from the date of completion of the training.

STEP 9: PRINT A COURSE COMPLETION CERTIFICATE

After clicking the “Course Credit” button, you may print out a course completion certification for your records. Click on the “Print Certificate” button to proceed to the page to create and print the certificate.

Learning Assessment

Successful Assessment Completion

Options Help

Next

CONFLICT OF INTEREST LAW

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You successfully clicked the Course Credit button and your completion status should now be saved within your LMS.

However, before moving on, **please fill out and print a course completion certificate for your records as backup confirmation** that you successfully completed the course.

1. Request Course Credit

If you are using PACE or some other Learning Management System (LMS):

- Click **Course Credit** button to automatically notify your employer that you have completed the course.

After clicking the **Course Credit** button, if you also wish to print a completion certificate, click the **Print Certificate** button and fill out the information.

Do not click the Print Certificate button until after you click the Course Credit button if you are using PACE or some other LMS to receive course credit. Once you click the Print Certificate button, you will not be able to return to this screen.

2. Fill Out and Print Certificate

- Click the **Print Certificate** button and complete the information to print a course completion certificate if instructed to do so by your employer (or to save a copy for your records).

Note: By clicking the **Course Credit** button and/or **printing the Certificate of Completion**, you will have taken the final step in completing the Conflict of Interest Law online training program. **Completion of this program is required by G.L. c 268A, the conflict of interest law.**

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If you have any questions, please contact Darcy Orellana, Associate Director of Human Resources, via phone at 781-280-3559 or via email at orellanad@middlesex.mass.edu.

Thank you very much!