

## **Ethics@MC – Ethics Online Training Frequently Asked Questions**

### **How do I access the online ethics training? Is it available now?**

The online ethics course, Ethics@MC, is available in MC Learns under the Required Training section.

### **How do I enroll in the Focus on Ethics training?**

The Focus on Ethics training is an in-person training, meant to be delivered by supervisors to their teams. Supervisors will arrange meeting times to conduct the training with team members. Employees need to attend and participate in the planned sessions as arranged by their supervisors. The in person ethics training should take approximately two hours and includes ethical scenarios for group deliberation. Employees should feel free to ask their supervisors about the expected dates of the ethics training planned for their department. Attendance sheets will be collected in the training and entered into MC Learns.

### **Is there an order to the two ethics trainings? Should I complete one or the other ethics training before the other?**

No. There is no order to the two trainings. Please complete both trainings before the end of FY 2019.

### **Who is required to take the ethics training?**

Ethics training is required for employees in all divisions, including full-time credit faculty, staff, temps with benefits, department chairs, and administrators. Part-time credit faculty, WD&CE part-time non-credit faculty, and casual temporary employees are welcome and encouraged to take the training, but it is not a requirement. [Check out the required trainings](#) for FY 2019 for more information.

### **Where will completion of the online ethics course be tracked in MC Learns?**

Once completed, the MC Learns training history will indicate the required class is complete under the “Online E-Courses” section.

### **How can I view the online ethics training course if the course window is not opening or appearing?**

- 1) Pop ups may be blocked on the computer. Users may turn off or allow pop up blocker for this course.
- 2) JavaScript may be disabled. Users may reset JavaScript functionality in the web browser or restore the web browser to defaults.

### **The online ethics training course is loading slowly. How can I get the course to load faster?**

- 1) The course is available in three modes:  
Video (video and audio)  
Audio (audio and images)  
Silent (No audio, images only, and includes text)

The course may load faster by selecting the Audio or Silent Modes. Users can select a mode at the beginning of the course or users may switch across the three modes within the online course.

2) Consider clearing the web browser cache.

### **Can I view the course with closed-captioning?**

The online ethics training course does not include closed-captioning. The course is available in three modes:

Video (video and audio)

Audio (audio and images)

Silent (No audio, images only, and includes text)

To view text, users may select Silent mode at the beginning of the course or users may switch across the three modes within the online course.

### **Can I start the online ethics course and resume the course at a later time?**

The training should require about one hour to complete. Employees can begin the training in MC Learns and return to MC Learns to complete the training. Please complete the online training before the end of FY 2019.

### **How can I retake the online ethics course?**

The online ethics training can be accessed through the Required Training section of MC Learns during fiscal year 2019 if users would like to refresh their review of the material.

### **How may I obtain a disability-related accommodation?**

If you are unable to access this training, due to a disability, and need it in an alternative format, please contact Rowena D'Souza ([rowena.dsouza@montgomerycollege.edu](mailto:rowena.dsouza@montgomerycollege.edu)) to request an accommodation.

At any time, before, during or after the trainings, please check out the [Employee Code of Ethics](#). It is in place for you! Check out the [Office of Compliance, Risk, and Ethics](#) webpages for more information or questions or reach us with your ethics related message at [ethics@montgomerycollege.edu](mailto:ethics@montgomerycollege.edu).

For questions or continued issues with the online ethics course, please contact [ethics@montgomerycollege.edu](mailto:ethics@montgomerycollege.edu) for assistance. In some cases, employees may be referred to the IT Helpdesk for assistance.