

UNDERSTANDING VICTIM RIGHTS

Quick Start Guide



Understanding Victim Rights Quick Start Guide

Welcome to the Understanding Victim Rights Course. We're thrilled to be working with you!

Following is some information to help you get started. But if you have any questions along the way, please don't hesitate to email us.

COURSE DESCRIPTION

The Understanding Victim Rights Course is designed to provide you the core information anyone seeking truth may need, but with the convenience of online education.

- The program consists of 15 "lessons" (i.e.: Definition of Victim, The Right to Be Heard, Enforcement of Rights, etc.)
- Each lesson is designed to take 20-40 minutes to complete.
- As long as you complete each lesson (i.e., click the Orange Continue button at the bottom), the system will keep track of where you are.
- There is a knowledge check at the end of each lesson that is important to complete. These questions will become part of the final exam required to receive your certificate.

WHAT LESSONS ARE INCLUDED?

The Understanding Victim Rights Course you will learn about the rights that victims have in state, tribal, military, and federal courts, as well as best practices to accord those rights, and the way those rights are enforced.

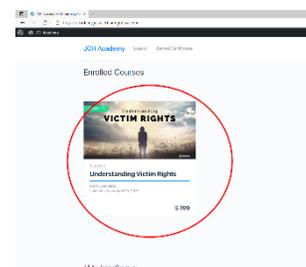
The lessons are taught by Katharine Manning who is the President of Blackbird LLC, which provides training and consultation on issues of trauma and victimization. In her fifteen years with the Department of Justice, Ms. Manning served as a Senior Attorney Advisor at the Executive Office for United States Attorneys, advising the Department on its response to victims in cases involving terrorism, sexual assault, child exploitation, large-scale fraud, crimes in Indian Country, and more.

Ms. Manning worked on implementation of the Crime Victims' Rights Act (CVRA) and the Victims' Rights and Restitution Act (VRRRA) within the Department of Justice and on drafting the 2005 and 2011 Attorney General Guidelines for Victim and Witness Assistance (AG Guidelines). She has trained extensively on the CVRA, VRRRA, and AG Guidelines, for federal law enforcement, prosecutors, and victim assistance personnel. Ms. Manning has also worked as a counselor and advocate for battered women, in the Family Violence and Sex Crimes Unit of the Philadelphia District Attorney's Office, and at the law firm Pillsbury Winthrop in San Francisco. Ms. Manning graduated from Smith College and the University of Virginia School of Law.

HOW DO I GET STARTED?

In your welcome email you would have received your user ID and password.

- Go to <https://academy.justiceclearinghouse.com/>
- Click “Sign In” (Upper right corner of your screen)
 - Use the Log in ID: **[refer to email]**
 - Password: **[refer to email]**
- Click **Log In**



- On the Course Page, select **Understanding Victim Rights**

- Click **Start Course.**



- You'll land at the overview. Click the Launch Content button



- Go through and watch the videos and participate in each of the topic's content.

Multiple Choice. _____ are the legal mechanism by which victims are guaranteed a voice in the criminal justice system.

Victim Assistance

Victim Assurances

Victim Rights

Courtesy calls

Submit



When you have completed all of the material, you will see an Orange Button at the bottom of the page.

Click the Orange Continue Button to continue to the next topic.

- On the final lesson, click the "Exit Course" button to return to the course page. You can then begin taking your final, cumulative quiz.

Katharine is also the author of **The Empathetic Workplace: 5 Steps to a Compassionate, Calm, and Confident Response to Trauma on the Job**. Learn more about her book and download the first chapter for free at www.katharinemanning.com/my-book.

Congratulations - you have completed this course!

Click the 'Exit Course' button to return to the main screen and when you are ready, click the link for "Understanding Victim Rights Final Quiz". **You will have 60 minutes to complete this 35 question exam with a minimum passing score of 80%.** But don't worry, if you need to take the exam again you can :)



ARE THERE TESTS OR QUIZZES?

There is a cumulative, online final exam covering all of the material in the Course.

YOU MENTIONED A FINAL EXAM?

The cost for taking the final exam is included in the course price.

This final exam is:

- Completed within 60 minutes
- 35 questions long
- Format: Multiple Choice, True/False, Select All that Apply
- Final exam questions are drawn from all the lessons taught throughout the course.
- You must score at least 80% to receive a certificate of completion. You can retake the exam if you do not score at least 80%.

CAN I START AND STOP A TOPIC WITHIN A LESSON?

Yes – as long as you get to the bottom of a lesson and click the “Continue” button, the system will retain your progress.

CAN I GO BACK AND REVIEW?

Yes. Once you've completed a lesson (or topic) you can always go back and review. In fact, we encourage it. 😊

HOW DO I RECEIVE MY CERTIFICATE?

Once you have completed all of the lessons in the program and passed the final exam, you will be provided access to the certificate.

QUESTIONS?

If you have any additional questions, please do not hesitate to contact support at support@justiceclearinghouse.zohodesk.com.