

# Welcome to Online Safety and Health Training with Duquesne's EH&S Department

## Blackboard Access

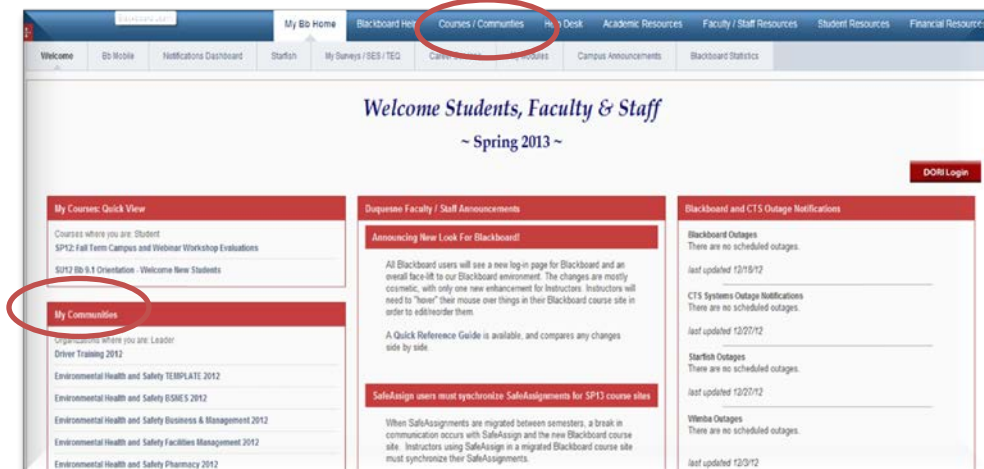
- To begin your Safety Training open your internet browser (Explorer, Firefox, Safari)
- You can login to Blackboard directly at [www.duq.edu/blackboard](http://www.duq.edu/blackboard)



- Login using your Multipass user name and password
- If you forgot your username/password or need any assistance with logging in, contact CTS at x4357 (HELP)

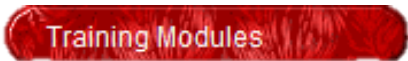
## Accessing the Training Site / Community

- In the “Courses/Communities” tab, find Environmental Health and Safety



## **Safety Training**

- To begin your training, click on the “Training Modules” button on the left



- Select the appropriate folder...for example



### **Hazard Communication**

- Double click on the presentation with the left mouse or right click and hit open in new window
- A pdf or PowerPoint file will open in a separate window
- Read and review all the training material consistent with the module for the test you are taking
- Use the mouse to scroll through material and adjust the zoom function
- You may leave the file open in a separate window to review
- Tip: When you open internet links on a PC, right click and select “open in new window.” On a Mac, hold control and click to select “open in new window”

## **Test – Exam**



### **Hazard Communication 2014**

Annual Right to Know Hazard Communication Test

- After reviewing the training material, complete the exam, which can be found in the same content folder
- Please be prepared to complete the exam(s) when you click the OK button to begin, you will only have one attempt

## **Grades**

- Check your progress and grades by clicking on the “view grades” button. A 70% must be achieved in order to pass the test. If a 70% is not achieved, EH&S will contact you with further instructions.



## **Assistance Required?**

- Contact the EHS Blackboard Leader, Ryan Reilly at x1506 or [reillyr1@duq.edu](mailto:reillyr1@duq.edu) regarding content material and test questions
- Contact CTS at x4357 (HELP) for Blackboard site assistance