

## Instructions for Completing the Student Laboratory Safety Orientation & Introductory WHMIS Course

Blackboard is a web-based teaching tool. It is accessed via the web and is used to deliver the Student Laboratory Safety Orientation & Introductory WHMIS course. All students must complete this on-line course before their first lab session. Once you have completed it and have passed the course, you do not need to repeat the course again.

### **HOW TO ... OBTAIN YOUR Blackboard COURSE USERNAME and PASSWORD**

Existing students will use the same login and password as you would in the student labs or UNBC email. If you are a new student, you will need to know your student number and PIN number to obtain your username for Blackboard. (New students - your pin number is your birth date ddmmyy.) With your student number and PIN number log in to <http://userdb.unbc.ca> and CHOOSE a password. This username and new password will allow you to access Blackboard, computer labs and email.) If your pin number is not working please visit the Student Helpdesk at 8-265 with your student ID card.

### **HOW TO ... GET HELP WITH BLACKBOARD IF YOU NEED IT**

If you are having difficulties logging in to Blackboard you can contact the Student Help desk by calling (250) 960-5321 or emailing [support@unbc.ca](mailto:support@unbc.ca)

### **HOW TO...OBTAIN ACCESS to the STUDENT LABORATORY SAFETY ORIENTATION & INTRODUCTORY WHMIS COURSE**

If you have your username and password (and have verified that both are correct) but are still having difficulty getting into the course (particularly if you registered), you might not yet have access.

This course can be made available if you contact the Risk Management, Safety & Security Office and provide your username:

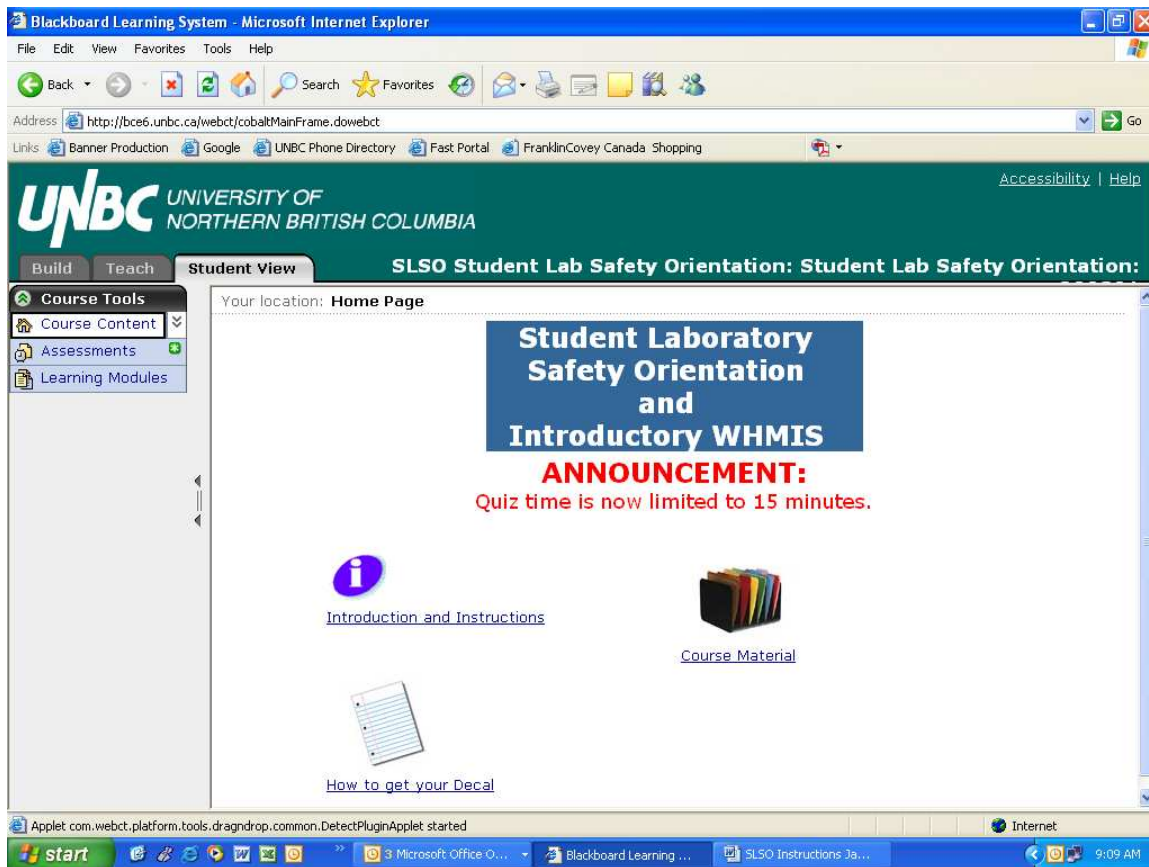
- By phone: (250) 960-5020
- By email: [safety@unbc.ca](mailto:safety@unbc.ca)

### **HOW TO ... LOG IN to the COURSE**

Web Address: <http://blackboard.unbc.ca>

- Select **Log in to my Blackboard**;
- Enter your Blackboard ID **your username** and **password** **\*\*Note: username is case sensitive\*\***; and,

- Click on **Log in**.
- Your course list should be displayed. Click on **SLSO Student Lab Safety Orientation**
- The Student Laboratory Safety Orientation and Introductory WHMIS Webpage should appear. Please refer to example below.



## **HOW TO ... READ the COURSE CONTENT and COMPLETE the QUIZ**

Once at the SLSO Student Lab Safety Orientation, please do the following:

- Click on **Introduction and Instructions**
- Read and study the course content by clicking on **Course Material**
- After you have studied the course content, complete the quiz by clicking on **Assessments** which is located on the left side of your screen
- Click on **Student Lab Safety Quiz**
- You will have three attempts to successfully score 80% or higher. If unsuccessful within three attempts please contact the Risk & Safety & Security Office at Local 5020, or 250-960-5020 or via email at [safety@unbc.ca](mailto:safety@unbc.ca) for resetting;
- Click on **How To Get Your Decal**

### ***HOW TO ... OBTAIN YOUR DECAL IF YOU HAVE PASSED THE QUIZ...***

If you have successfully completed the Blackboard course and quiz (a score of 80% or greater), contact the Risk and Safety Assistant via email at [safety@unbc.ca](mailto:safety@unbc.ca) or telephone at **250-960-5020**. The Risk and Safety Assistant will need to verify that you have passed the quiz **before** the decal can be released. Once verified, an email will be sent to you confirming that you can collect your decal from the Cashiers Office between 9:00 am and 4:00 pm, Monday to Friday.

### ***IF YOU HAVE PASSED THE QUIZ AND ARE UNABLE TO PICK UP YOUR DECAL BEFORE YOUR LAB...***

If you have a lab before you are able to pick up your decal, please print your quiz results and present it to your Lab Instructor.

### ***IF YOU DID NOT PASS...***

If you were unsuccessful in achieving 80% and you need to re-take the quiz, please contact the Risk and Safety Assistant via e-mail at [safety@unbc.ca](mailto:safety@unbc.ca) or telephone at **250-960-5020**. The Risk and Safety Assistant will have to reset your record in order for you to re-take the Quiz.

### ***IF YOU PASSED ON THE RE-TAKE...***

If you have successfully achieved the 80% on your re-take, contact the Risk and Safety Assistant via [safety@unbc.ca](mailto:safety@unbc.ca) or telephone at **250-960-5020** so the Risk and Safety Assistant can verify that you have passed the quiz. Once verified, an email will be sent to you confirming that you can collect your decal from the Cashiers Office.

### ***IF YOU ARE HAVING TECHNICAL DIFFICULTIES...***

If you are having technical difficulties please contact the Risk and Safety Assistant via e-mail at [safety@unbc.ca](mailto:safety@unbc.ca) or telephone **250-960-5020**. The Risk and Safety Assistant may be able to assist you or re-direct you to the appropriate department.

### ***LOST YOUR DECAL...***

If you have lost your decal, contact the Risk and Safety Assistant via e-mail at [safety@unbc.ca](mailto:safety@unbc.ca) or telephone **250-960-5020** to make arrangements to pick up a replacement decal. **Do not contact the Cashier's Office**, they will not be able to help you.

### ***HOW TO ... GET ADDITIONAL INFORMATION***

If you require any additional information, contact the Risk Management, Safety & Security office:

- By phone: **250-960-5020**
- By email: [safety@unbc.ca](mailto:safety@unbc.ca)
- In person: Purchasing/Risk Management, Safety & Security Office - Room 1085 in the Administration Building.