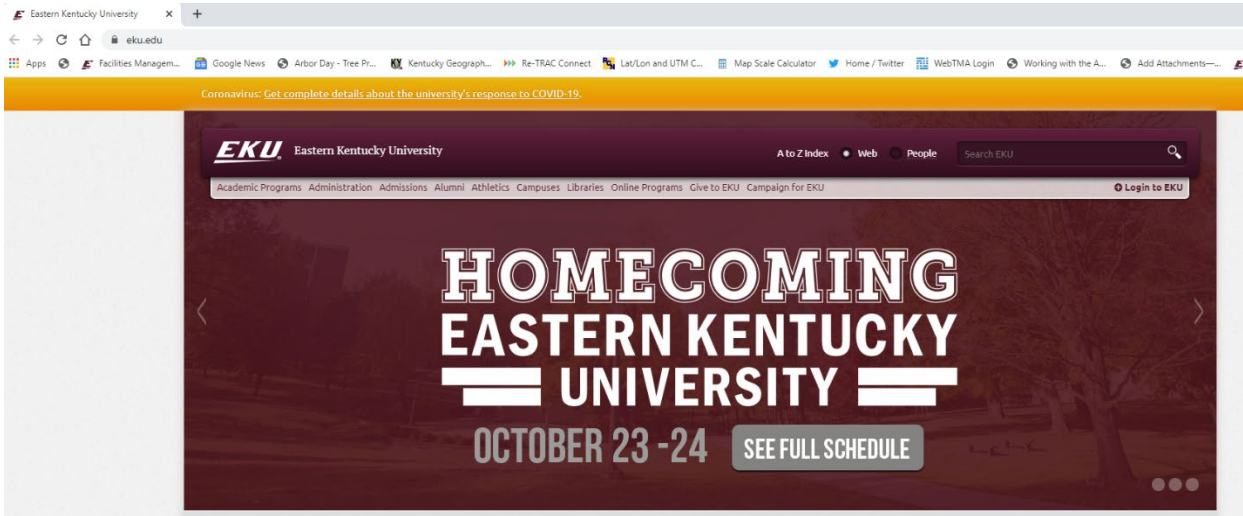


Blackboard Online Learning Instructions:

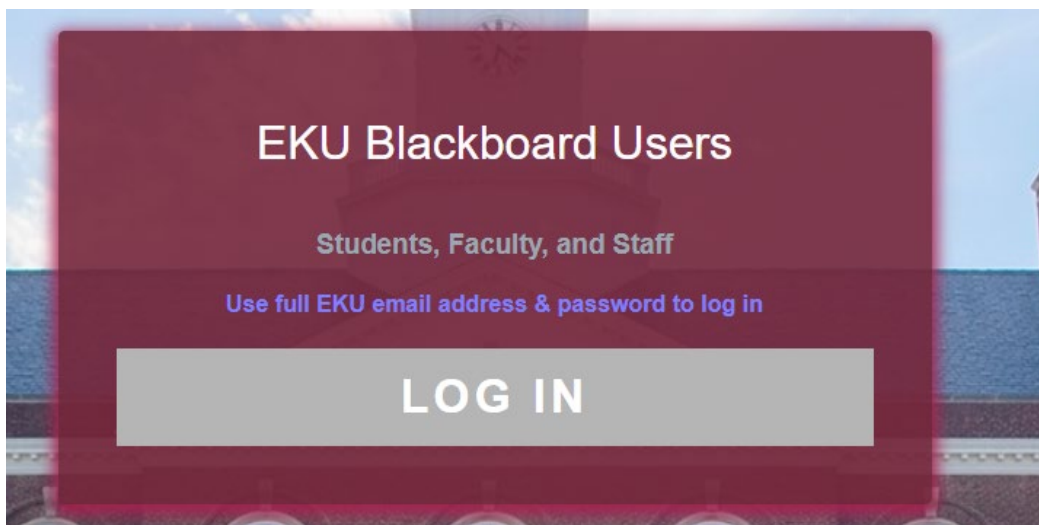
Using the Firefox or Chrome Browsers go to the EKU home page www.eku.edu



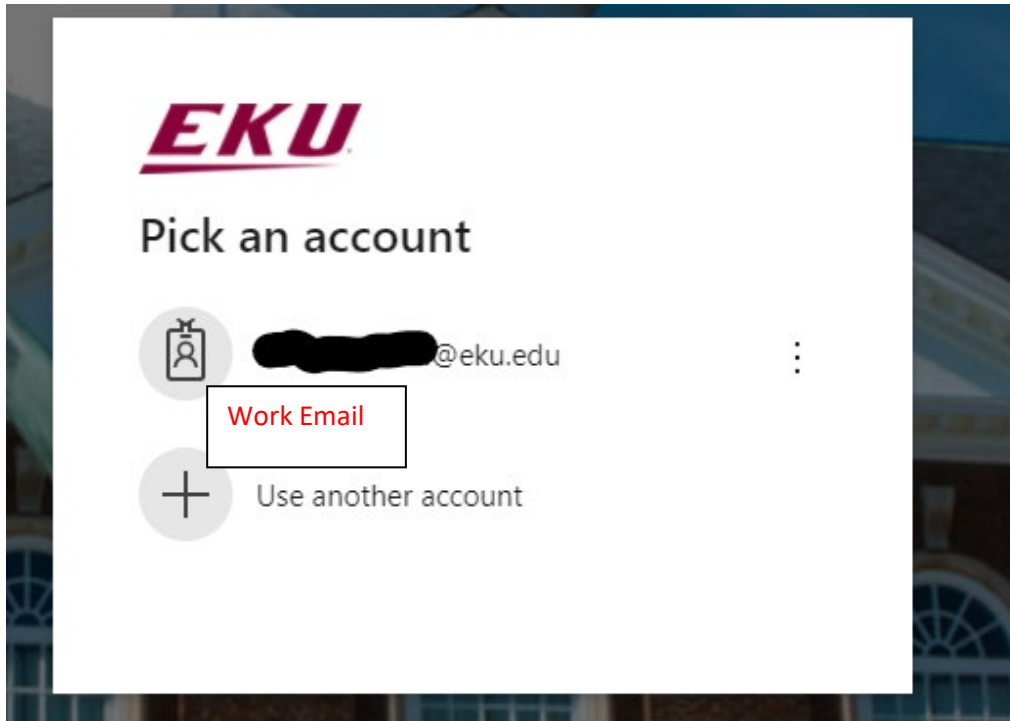
Scroll to the bottom of the page and click Blackboard Online Learning inside the EKU A_Z Index box.



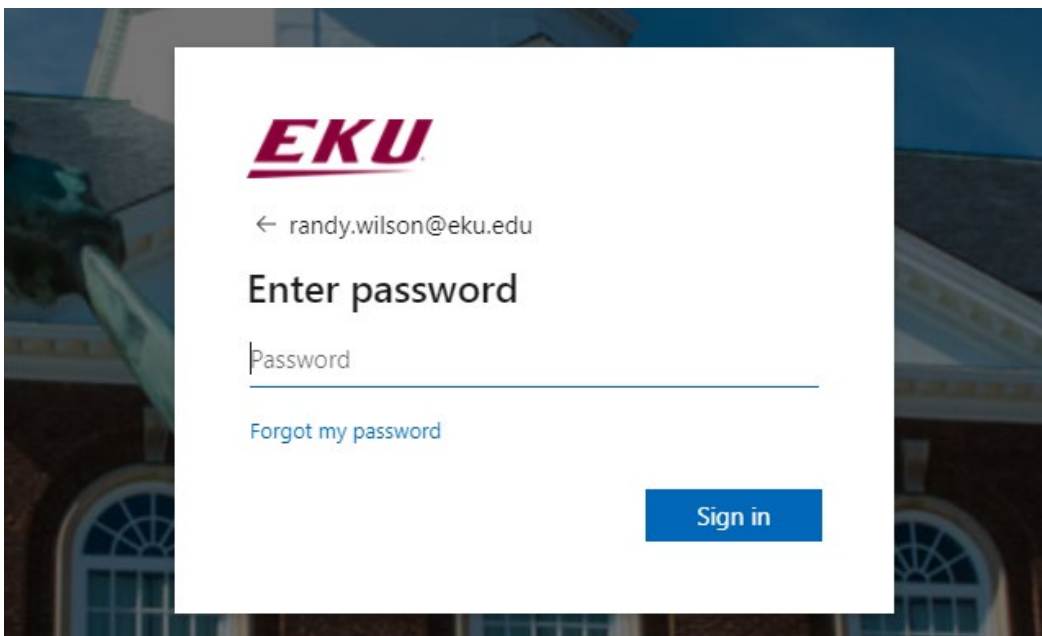
Log in to EKU Blackboard Users – Students, Faculty and Staff by using your full EKU email address and password.



You may be asked to pick an account. Please use your full ECU work email address or click use another account and add your work email to the login.

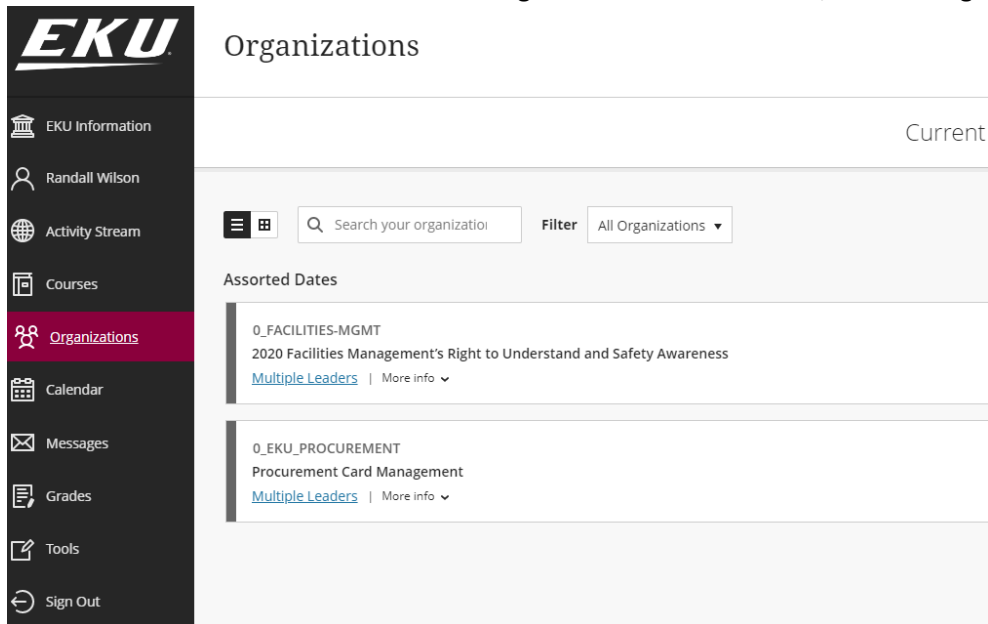


Enter your password.



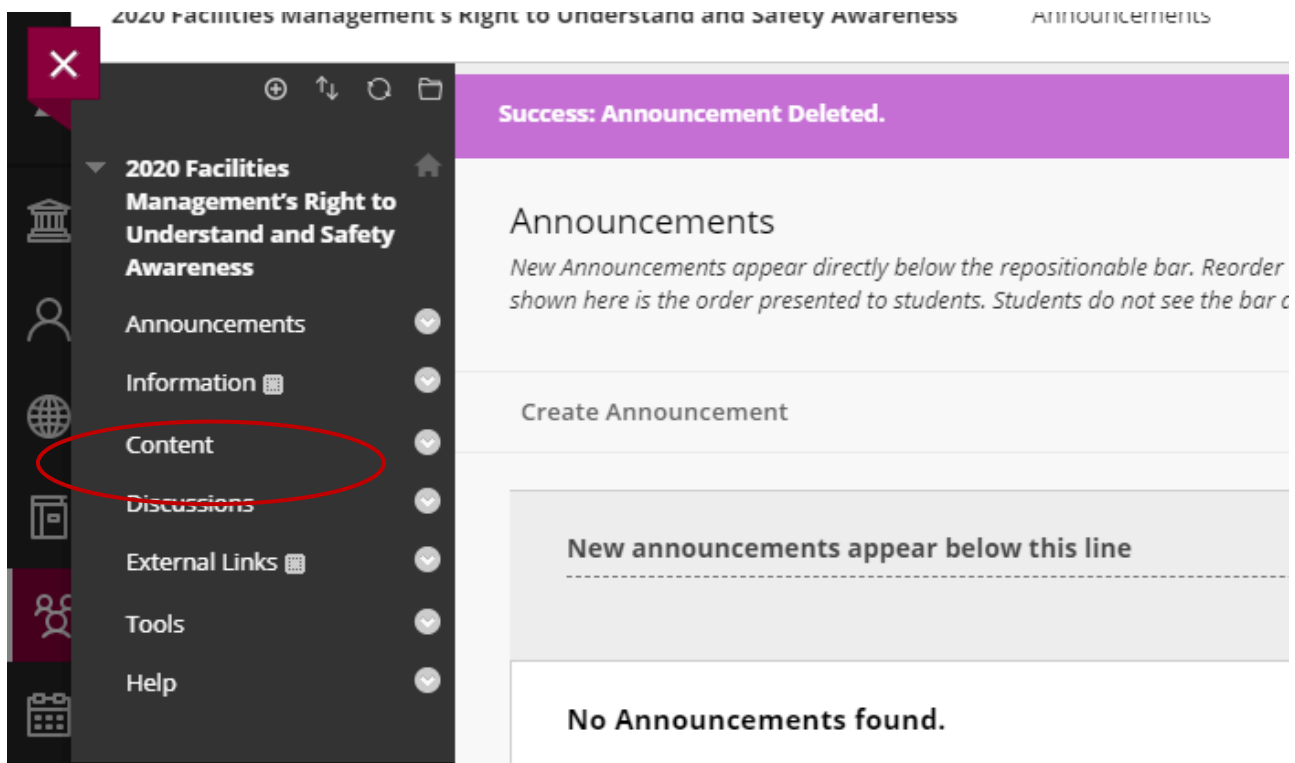
- If you have forgotten your password click forgot my Password. You may be asked to verify your login by entering a code sent to your phone or email address

You have now accessed Blackboard learning. In the menu on the left, click on Organization



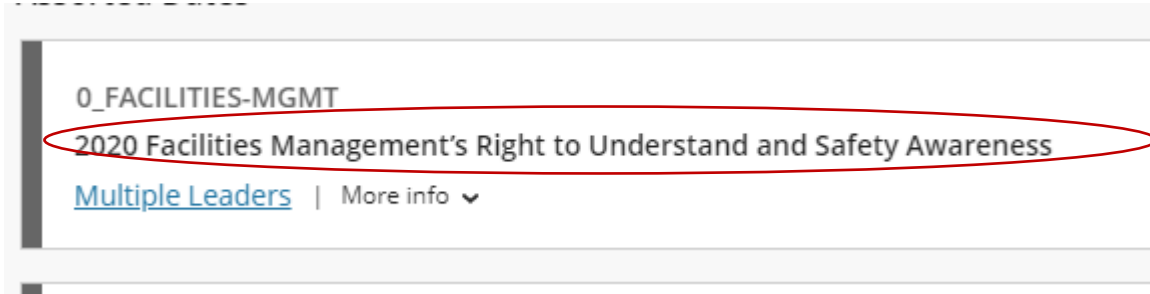
The screenshot shows the Blackboard interface. On the left is a dark navigation menu with the EKV logo at the top. The menu items include: EKV Information, Randall Wilson, Activity Stream, Courses, Organizations (highlighted in red), Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled "Organizations" and shows a search bar with the text "Search your organization", a filter dropdown set to "All Organizations", and a section titled "Assorted Dates" containing two items: "0_FACILITIES-MGMT 2020 Facilities Management's Right to Understand and Safety Awareness" and "0_EKU_PROCUREMENT Procurement Card Management".

In the new menu on the left Click on Content.



The screenshot shows the Blackboard interface with a sub-menu open for "2020 Facilities Management's Right to Understand and Safety Awareness". The sub-menu items are: Announcements, Information, Content (circled in red), Discussions, External Links, Tools, and Help. The main content area shows a purple success message: "Success: Announcement Deleted." Below this is the "Announcements" section with a repositionable bar and the text: "New Announcements appear directly below the repositionable bar. Reorder shown here is the order presented to students. Students do not see the bar c". There is a "Create Announcement" button and a dashed line with the text "New announcements appear below this line". At the bottom, it says "No Announcements found."

Click 2020 Facilities Management Right to Understand and Safety Awareness.



Click on Content and you will see 6 folders on your right. Complete the instructions in each folder before going to the next.

2020 Facilities Management's Right to Understand and Safety Awareness Content

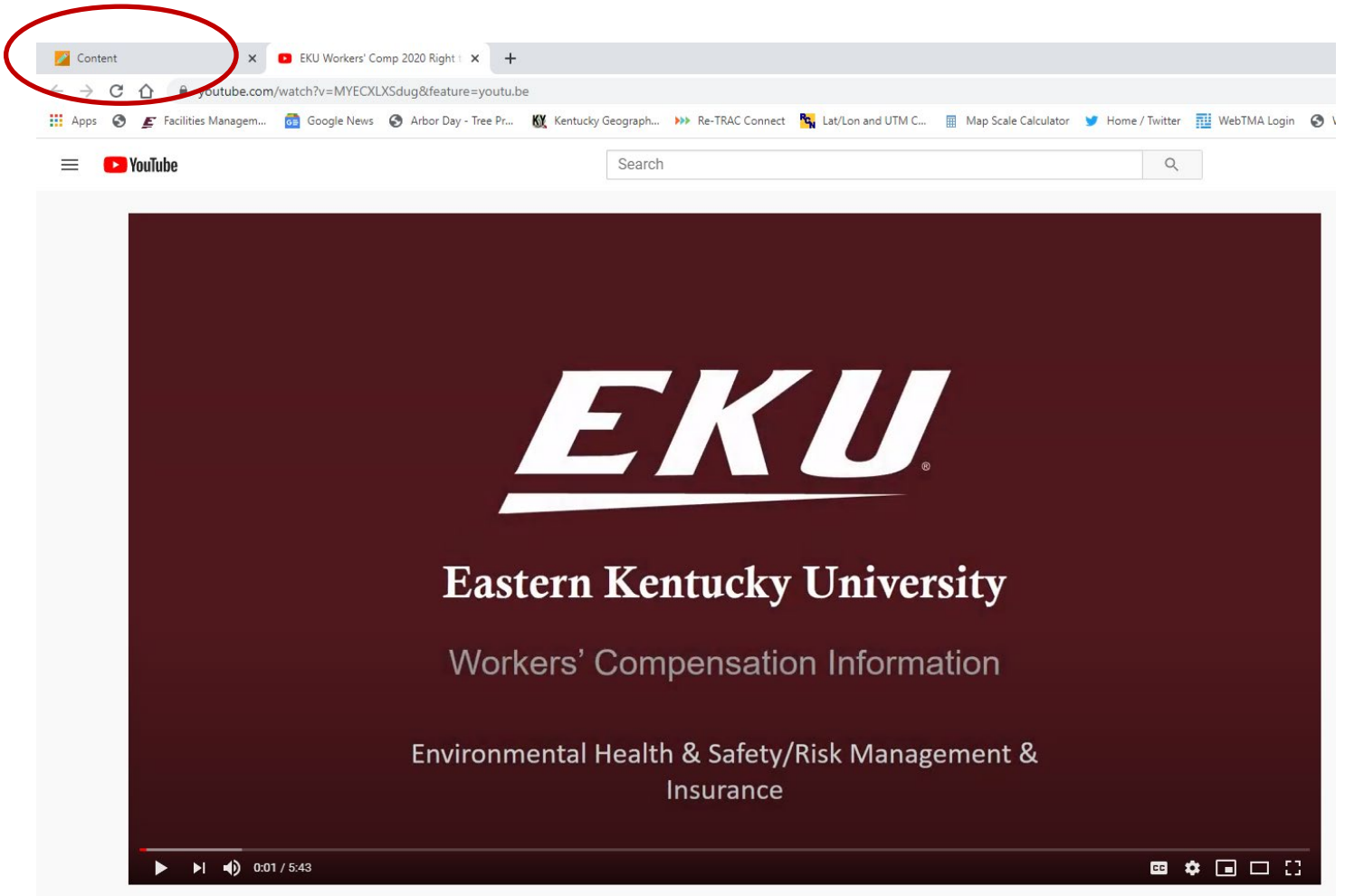
Success: Bloodborne Pathogens edited.

Content

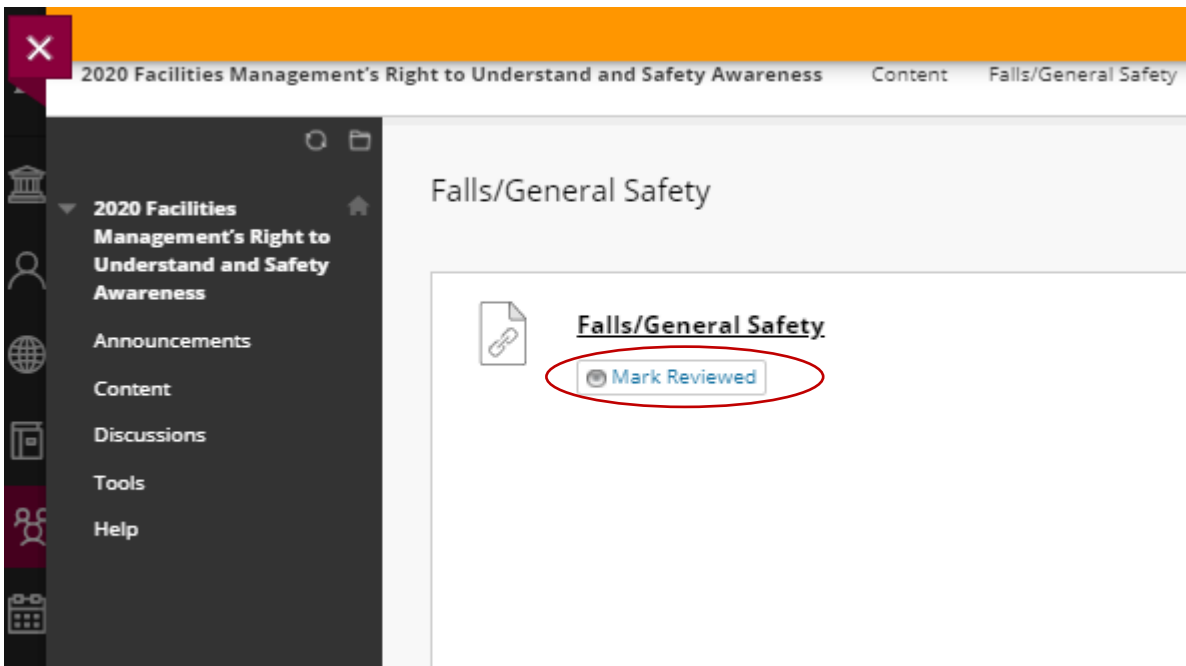
Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

- Workers' Compensation Information**
Enabled: Statistics Tracking
Watch the EKU Workers Care Video. After watching the video, return to the Content tab and click Marked Review. A confirm page for Workers Care will appear. Click the confirmation page. Click Begin. Check the yes box if you wat instructions
- Falls/General Safety**
Enabled: Statistics Tracking
Watch the EKU Falls/General Safety Video. After watching the video, return to the Content tab and click Marked Review. A second video will appear. Click on Safety Third video After watching the 2nd video, return to the content tab page. Click Begin. Check the yes box if you watched the video and click the submit button at the bottom right of page. Go to next folder and follow the instructions.
- Storm Water Pollution Prevention**
Enabled: Statistics Tracking
Watch the Illicit Discharge Video. After watching the video, return to the Content tab and click Marked Review. A second video will appear. Click on 2020 Municipal Seperate Storm Sewer video. After watching the 2nd video, re will appear. Click the confirmation page. Click Begin. Check the yes box if you watched the video and click the submit button at the bottom right of page. Go to next folder and follow the instructions.
- Asbestos Awareness**
Enabled: Statistics Tracking
Watch the Asbestos Awareness Video. After watching the video, return to the Content tab and click Marked Review. A confirm page for Asbestos Awareness will appear. Click the confirmation page. Click Begin. Check the yes box if follow the instructions
- Chemical Hazards Communication Videos**
Enabled: Statistics Tracking
Watch the Chemical Safety and Hazard Communication Video. After watching the video, return to the Content tab and click Marked Review. A second video will appear. Click on Material Safety Data Sheets video. After watching the Communication will appear. Click the confirmation page. Click Begin. Check the yes box if you watched the video and click the submit button at the bottom right of page. Go to next folder and follow the instructions
- Bloodborne Pathogens**
Enabled: Statistics Tracking
Watch the EKU Bloodborne Pathogens video. After watching the video, return to the Content tab and click Marked Review. A confirm page for Bloodborne Pathogens will appear. Click the confirmation page. Click Begin. Check the and follow the instructions

Open the folder and watch the video. The video will open a YOUTUBE Channel in a new window. After watching the video, return to the content tab in EKU Blackboard






Click on Mark Reviewed and follow the instructions for the next item. It may be a second video or, a confirmation page



2020 Facilities Management's Right to Understand and Safety Awareness Content Falls/General Safety

Falls/General Safety

-  **Falls/General Safety**
[Reviewed](#)
-  **Safety 3rd**
[Reviewed](#)
-  **Confirm: Falls/General Safety**
Confirm: 2020 Right to Understand, PPE
[Mark Reviewed](#)

Once all videos have been viewed and marked for review, you will click on a confirmation page and click begin.

Begin: Confirm: Falls/General Safety

INSTRUCTIONS

Force Completion Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit**.

Multiple Attempts This test allows multiple attempts.

Click **Begin** to start: Confirm: Falls/General Safety. Click **Cancel** to go back.

Click **Begin** to start. Click **Cancel** to quit.

[Cancel](#) [Begin](#)

Click Save and Submit. Proceed to the next folder.

Take Test: Confirm: Falls/General Safety

Test Information

Description

Instructions

Multiple Attempts: This test allows multiple attempts.

Force Completion: Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit**. Your answers are saved automatically.

▼ Question Completion Status:

QUESTION 1 10 points [Save Answer](#)

Check Yes if you watched video on PPE Preventing Slips, Falls, and Back Injuries

Yes

No

Click **Save and Submit** to save and submit. Click **Save All Answers** to save all answers.

[Save All Answers](#) [Save and Submit](#)

After watching each video and submitting confirmation page go to the next folder. Repeat until all folders with videos and confirmation pages have been marked reviewed and the confirmation page submitted.