

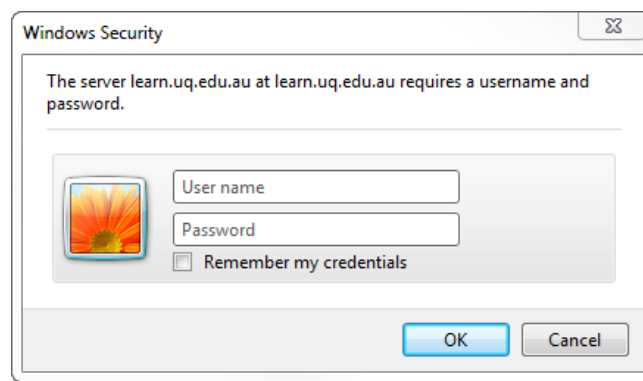
Note: Please do not attempt this module on Mobile Learn Blackboard

ANNUAL FIRE SAFETY TRAINING MODULE INSTRUCTIONS

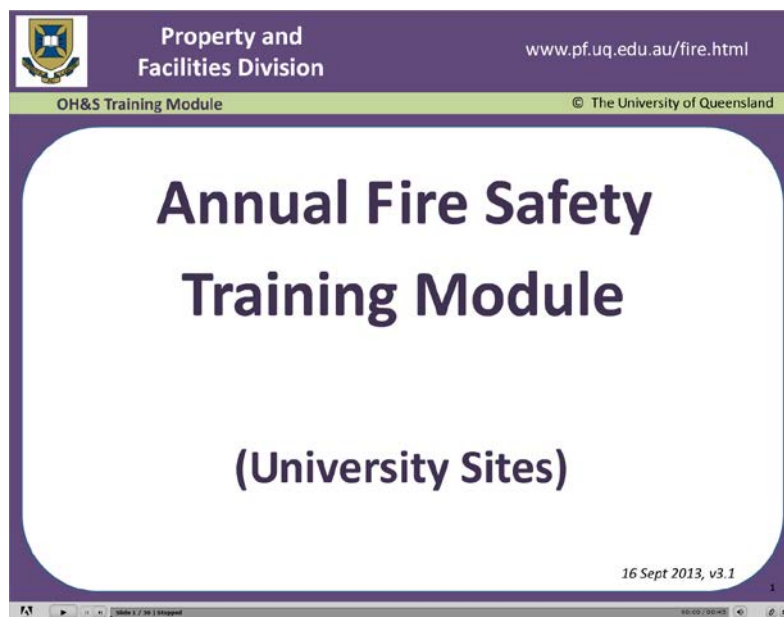
This training manual has two sections. The first if you are following the direct links provided and the second if you are navigating with the eLearning@UQ website.

SECTION ONE – DIRECT LINKS

1. Click on the direct link to the 'Annual Fire Safety Training' module within the email or click https://learn.uq.edu.au/bbcswebdav/pid-192822-dt-content-rid-468696_1/courses/OHSB0000N_0000_00000/MODULES/Annual%20Fire%20Safety%20UQ%20%28OHSB09%29/index.htm
2. You will be required to enter your UQ username and password



3. Read and complete training manual. The presentation will automatically scroll through the slides or you can manually click the forward button. Please note there is no audio with this presentation.



Note: Please do not attempt this module on Mobile Learn Blackboard

- At the end of the training you can complete the Annual Fire Safety Assessment directly by clicking [Start Assessment].

Property and Facilities Division www.pf.uq.edu.au/fire.html

OH&S Training Module © The University of Queensland

7.1 Assessment Location

You can return to eLearning@UQ (Blackboard) at any time to complete the assessment.

Or,

You can complete the assessment now by selecting this link:

4. → [\[Start Assessment \]](#)

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- Click Begin and complete assessment.

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** Assessments ** > Begin: Annual Fire Safety Assessment

Begin: Annual Fire Safety Assessment

- Instructions**

Force Completion This Test can be saved and resumed later.
Multiple Attempts This Test allows multiple attempts.
Click **Begin** to start: Annual Fire Safety Assessment. Click **Cancel** to go back.
- Submit**

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

5. → **Begin**

Cancel **Begin**

- Once completed Save and Submit your answers.

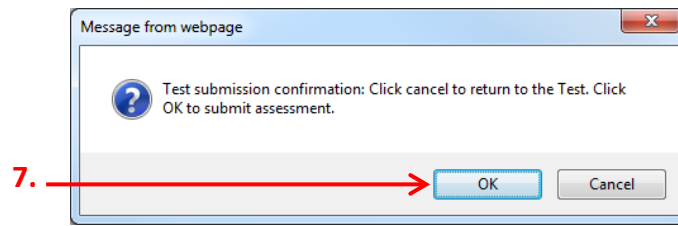
Save and Submit

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

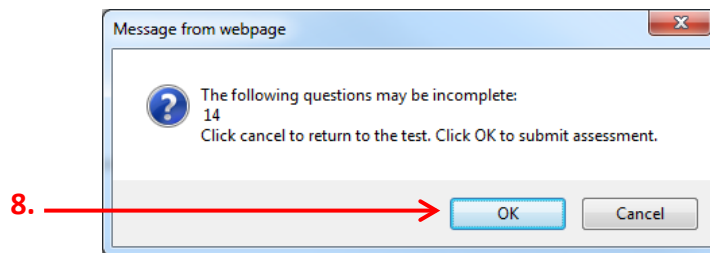
6. → **Save All Answers** **Save and Submit**

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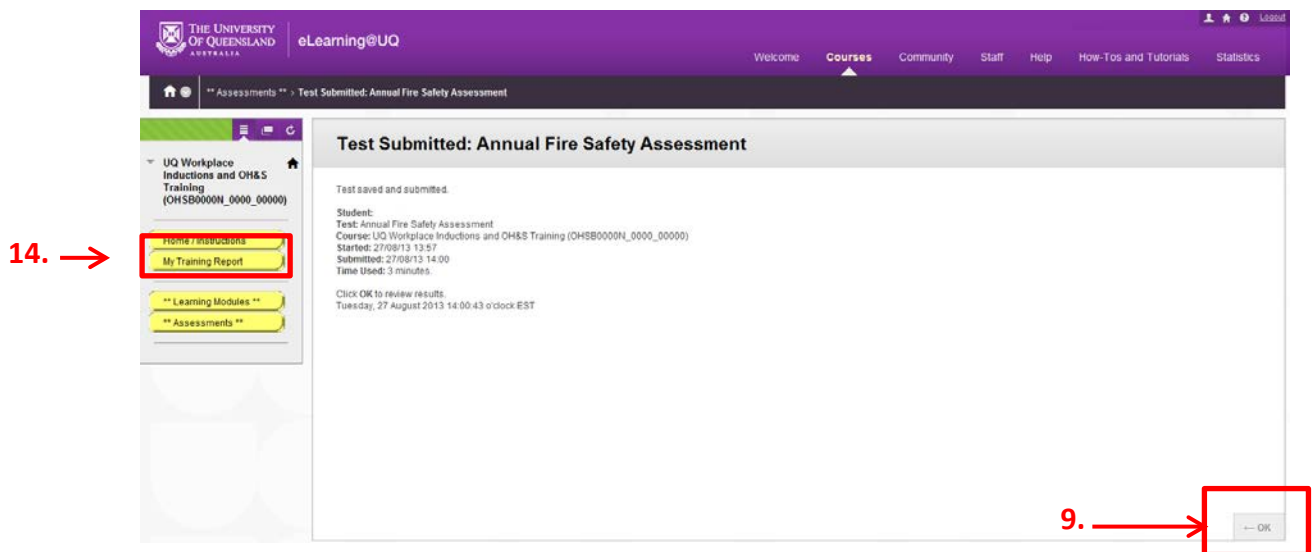
7. A dialog box will appear to confirm submission. Click OK to proceed.



8. If there are any **incomplete** questions you will be prompted to correct it. Click Cancel to correct or OK to submit assessment



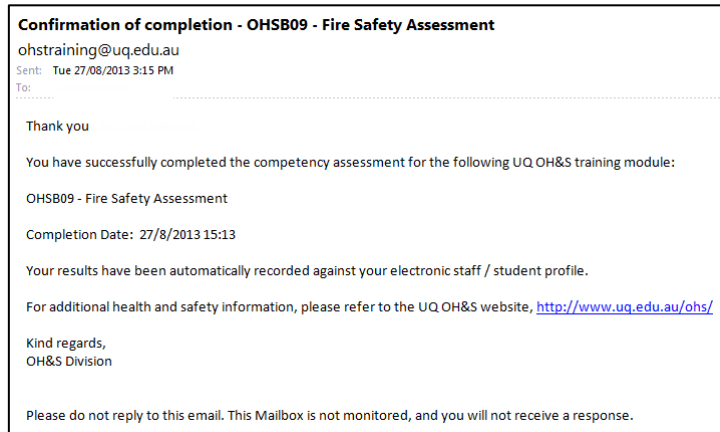
9. To review your answers click OK (bottom right corner).



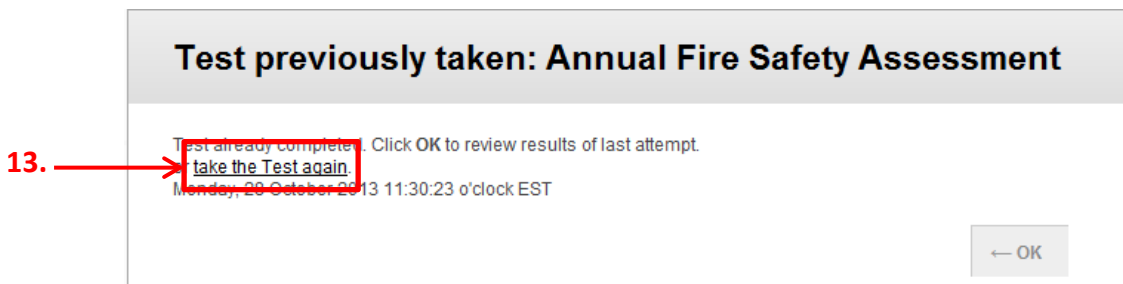
10. Once the answers have been reviewed Click OK (bottom right corner).
11. Successful completion of Assessment requires an 80% pass mark. If you do not receive a pass mark please repeat the assessment.

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12. A successful "Confirmation of completion" e-mail will be automatically sent to your UQ e-mail address. If you do not receive this e-mail within 5 minutes you will need to repeat the assessment.



13. If you need to repeat the test please click OK to review previous results or click 'take the Test again'



14. Training records can be viewed in My Training Report (eLearning@UQ) and will eventually be migrated to myAURION.

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SECTION TWO – eLEARNING@UQ

1. Open website <https://learn.uq.edu.au>
2. Logon to Learn.UQ with UQ Username and Password

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Learn.UQ

USERNAME:

PASSWORD:

Login

Staff and students: To log into Blackboard use your UQ username/student ID and password. If you don't know your password contact the ITS Helpdesk on 07 336 56000 or 1300 738 082 (Australia-Wide), or by email: itsupportdesk@uq.edu.au

Scheduled Blackboard Maintenance 31st August/1st September 2013 (Thursday, 22 August 2013)

The Learn.UQ Blackboard Learning Management System (<https://learn.uq.edu.au>) will be undergoing essential maintenance from 5:00am Saturday 31st August until 10:00pm Sunday 1st September 2013. Maintenance will be performed on the database that hosts Blackboard data on this weekend. This maintenance will require four (4) brief five (5) minute outages which will occur over the weekend. Blackboard will remain available during this time but users may notice speed degradation, or the need to retry updates, or the need to re-login at certain points. If you have any queries regarding this maintenance, please contact the ITS Service Desk on (07) 3365 6000 or help@learn.uq.edu.au.

ANNUAL FIRE SAFETY -- TRAINING

3. Select UQ Workplace Inductions and OH&S Training.

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Welcome | Notifications Dashboard

Add Module

Tools

- Announcements
- Calendar
- Tasks
- My Grades
- Send Email
- User Directory
- Address Book
- Personal Information
- Goals
- My Media

My Courses

- Training Courses
 - UQ Workplace Inductions and OH&S Training**
 - UQ Training - Training Courses
- Other
- UQ Jobs

My Announcements

Scheduled Blackboard Maintenance 31st August/1st September 2013

No Course or Organisation Announcements have been posted in the last 7 days.

Note: Please do not attempt this module on Mobile Learn Blackboard

4. Read instructions and Select ****Learning Modules****.

The screenshot shows the Blackboard eLearning@UQ interface. The top navigation bar includes the University of Queensland logo and 'eLearning@UQ'. Below this is a breadcrumb trail 'Home / Instructions'. The left sidebar features a navigation menu with buttons for 'Home / Instructions', 'My Training Report', **** Learning Modules **** (highlighted with a red box and a red arrow labeled '4.'), and '** Assessments **'. The main content area is titled 'Home / Instructions' and contains a document icon followed by the heading 'UQ Workplace Inductions and OH&S Training'. Below the heading, it states: 'Required OH&S Inductions and Training must be successfully completed by'. A section titled 'Which modules should you complete?' follows, explaining that training requirements depend on experience and supervisor requirements. It lists two links: 'OH&S Training Needs Analysis - Summary' and 'OH&S Training Needs Analysis - Checklist'. A final paragraph notes that undergraduate students may need to complete Workplace OH&S M training, depending on their circumstances, and that supervisors, lecturers, or tutors will advise them.

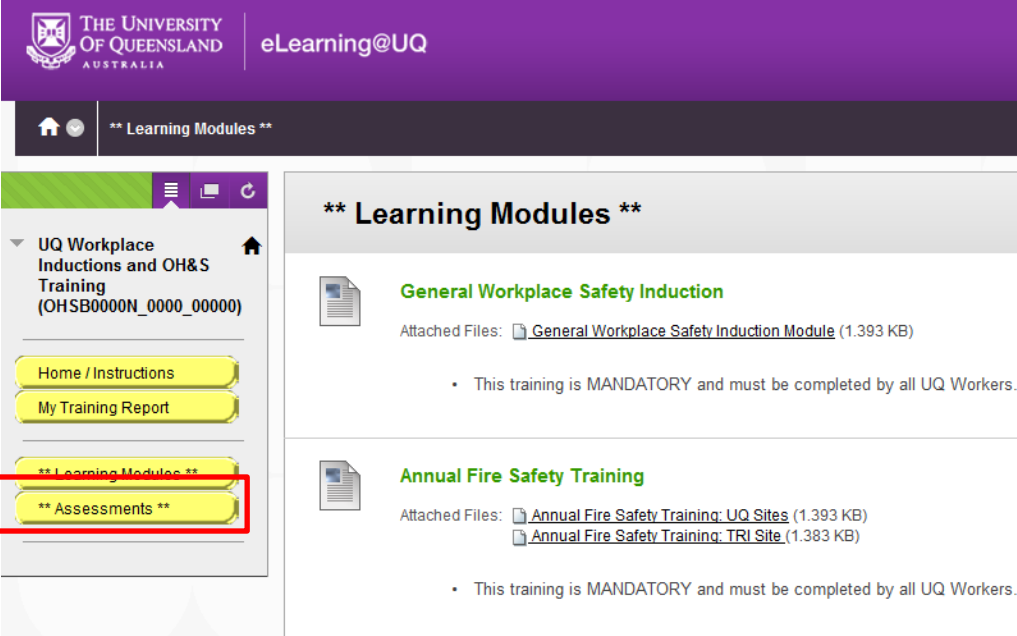
5. Select 'Annual Fire Safety Training - UQ Sites' which will take you to the Annual Fire Safety Training Module. You are then able to complete the training and assessment modules as outlined in Steps 3-13 (Section 1).

The screenshot shows the Blackboard eLearning@UQ interface. The top navigation bar includes the University of Queensland logo and 'eLearning@UQ'. Below this is a breadcrumb trail 'Home / Instructions'. The left sidebar features a navigation menu with buttons for 'Home / Instructions', 'My Training Report', **** Learning Modules **** (highlighted with a red box and a red arrow labeled '5.'), and '** Assessments **'. The main content area is titled '** Learning Modules **' and contains two document icons. The first is 'General Workplace Safety Induction' with an attached file 'General Workplace Safety Induction Module (1.393 KB)'. The second is 'Annual Fire Safety Training' with two attached files: 'Annual Fire Safety Training: UQ Sites (1.393 KB)' (highlighted with a red box and a red arrow labeled '5.') and 'Annual Fire Safety Training: UQ Site (1.383 KB)'. Both training modules include a bullet point stating: 'This training is MANDATORY and must be completed by all UQ Workers.'

Note: Please do not attempt this module on Mobile Learn Blackboard

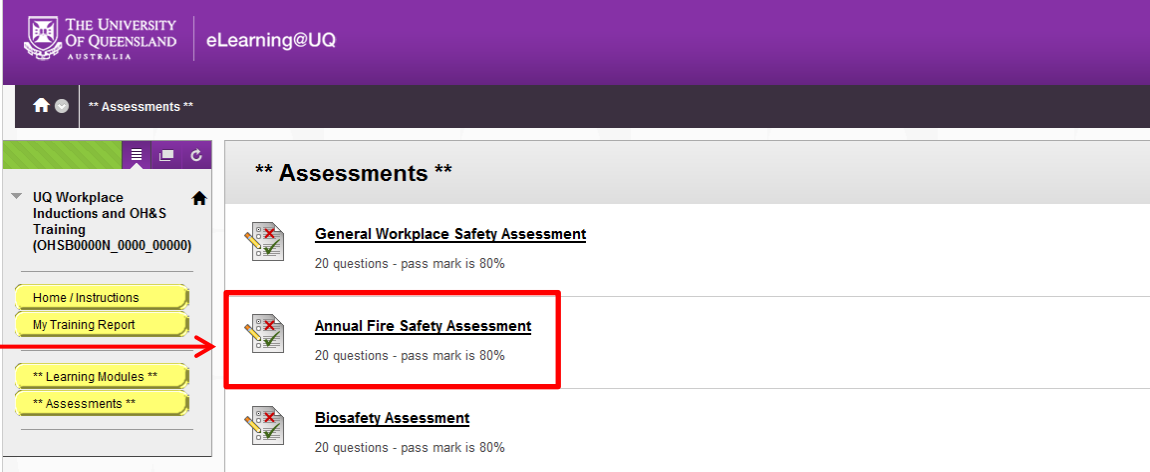
ANNUAL FIRE SAFETY -- ASSESSMENT

- To navigate to the Annual Fire Safety ASSESSMENT please follow Steps 1 – 3 (Section 2).
- Select ****Assessments****

7. 

The screenshot shows the Blackboard eLearning@UQ interface. The top navigation bar is purple with the University of Queensland logo and 'eLearning@UQ'. Below this is a dark grey bar with a home icon and the text '** Learning Modules **'. The main content area is titled '** Learning Modules **' and lists two training modules: 'General Workplace Safety Induction' and 'Annual Fire Safety Training'. Each module includes a list of attached files and a note stating 'This training is MANDATORY and must be completed by all UQ Workers.' On the left side, there is a navigation menu with several buttons: 'Home / Instructions', 'My Training Report', '** Learning Modules **', and '** Assessments **'. A red box highlights the '** Assessments **' button, and a red arrow points to it from the number '7'.

- Select Annual Fire Safety Assessment and complete assessment as outlined in Steps 5-13 (Section 1).

8. 

The screenshot shows the Blackboard eLearning@UQ interface. The top navigation bar is purple with the University of Queensland logo and 'eLearning@UQ'. Below this is a dark grey bar with a home icon and the text '** Assessments **'. The main content area is titled '** Assessments **' and lists three assessments: 'General Workplace Safety Assessment', 'Annual Fire Safety Assessment', and 'Biosafety Assessment'. Each assessment includes a pencil icon, a checkmark icon, and the text '20 questions - pass mark is 80%'. On the left side, there is a navigation menu with several buttons: 'Home / Instructions', 'My Training Report', '** Learning Modules **', and '** Assessments **'. A red box highlights the 'Annual Fire Safety Assessment' entry, and a red arrow points to it from the number '8'.