

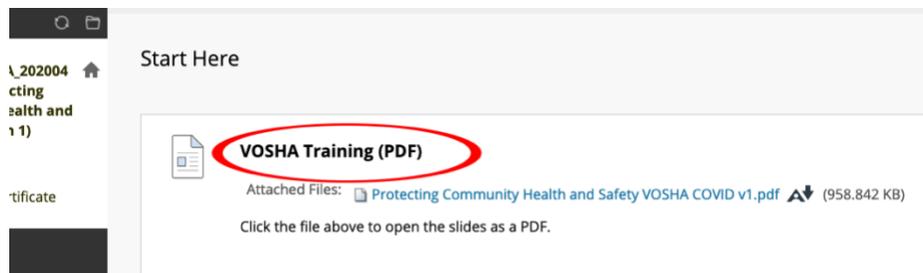
Four Steps to Complete the VOSHA Training

1. Register/enroll in the training in BlackBoard.

Self-enroll by using this guidance from ETS: <https://www.uvm.edu/it/kb/article/self-enrolling-in-a-non-credit-blackboard-space/>. Once you are in Blackboard, in the **Organization Search** box, be sure to search for “**VOSHA**.”

2. Complete the training.

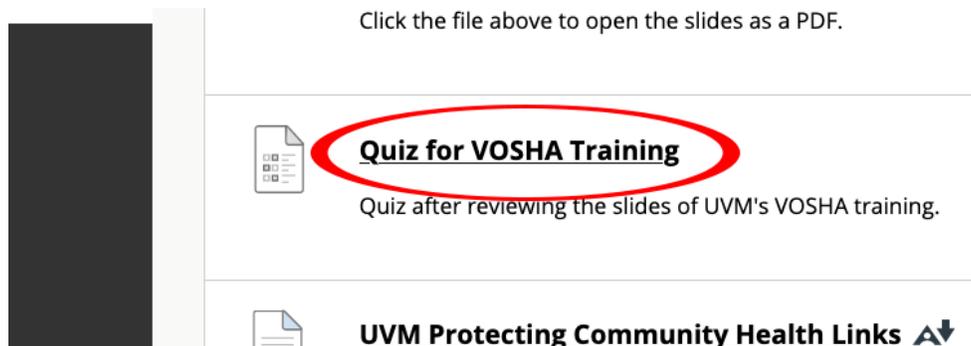
Once in the VOSHA course, click on the file link in the “VOSHA Training” section. This is the slideshow that you need to go through.



If you are having trouble opening the PDF, you can access the training in an alternative format. [Click here](#) for additional instructions.

3. Take the quiz.

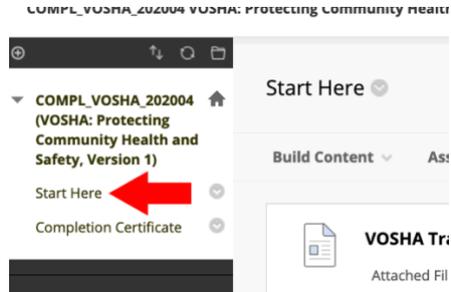
Once you have gone through all the slides, click on the quiz located below the slideshow:



Follow the prompts to complete all 10 questions. If you are having any trouble taking the quiz, visit: <https://www.uvm.edu/it/kb/article/blackboard-test-tips/>. If you are still having difficulty, contact the Help Desk. Contact information is below.

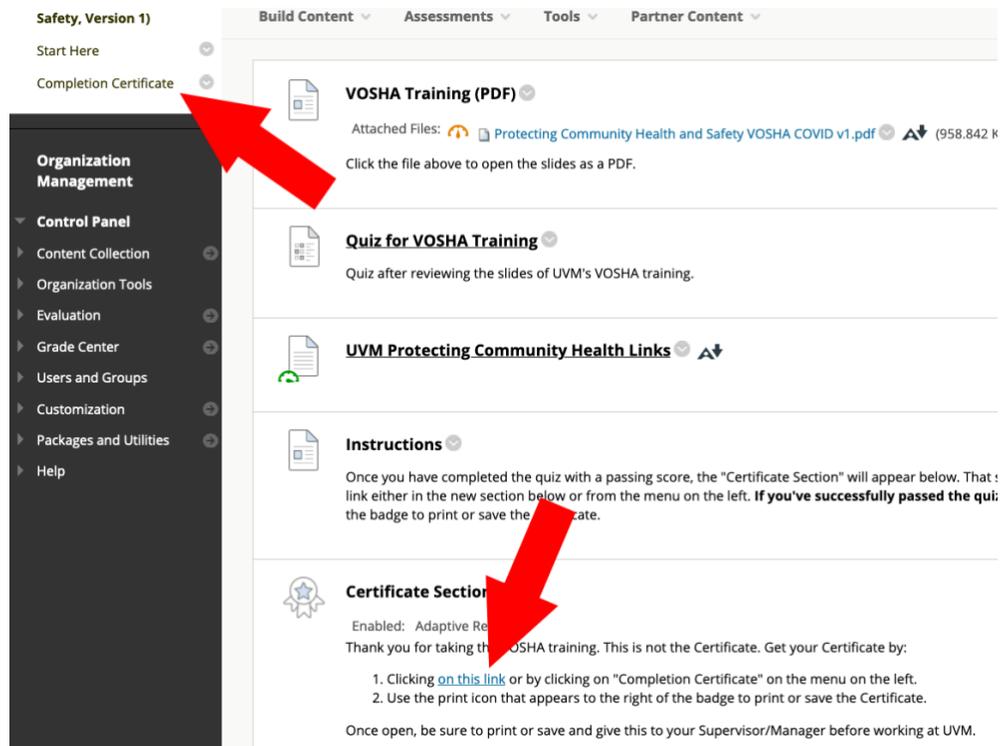
4. Retain a copy of your Certificate.

After taking the quiz, go to the “Start Here” on the left menu to get back to the course materials:



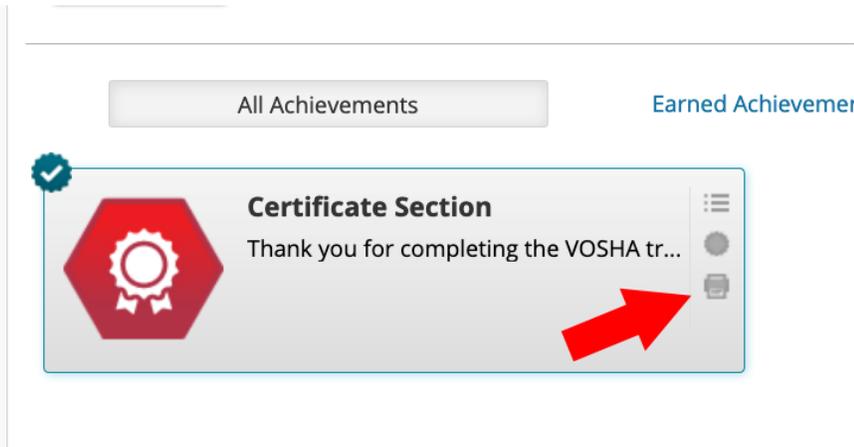
If you passed the quiz, you will see a new section appear called **Certificate Section**. *THE NEXT SECTION WILL APPEAR ONLY IF YOU HAVE PASSED THE QUIZ.* If you need to, you can retake the quiz and move to the next section once you've passed it.

You can find your Certificate by clicking in two places; one in the VOSHA Training section, one in left menu:



Either will open the “My Achievement” section, where you will see a badge for the VOSHA Training Certificate.

You can click on the printer icon on the badge **to view and then print (or save) your Certificate.**



Your Certificate will look like this:



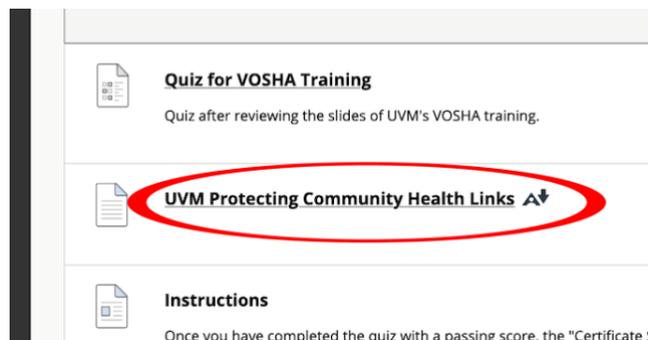
Print Certificate

Once your Certificate is open, print it or save a copy. You may need to show it to your supervisor before you can return to work.

- OPTION 1:** Scan the certificate using OneDrive. Follow these instructions:
<https://www.uvm.edu/it/kb/article/onedrive-scan/>
- OPTION 2:** Print it to a printer (see “Print Certificate” button on image above)
- OPTION 3:** Print it to a file or saving a local copy to your laptop/computer
- OPTION 4:** Take a screen-shot.
- From a PC, hit Ctrl_PrtScr
 - From a Mac, hit command+shift+3
- OPTION 5:** Take a picture of your screen with your device (smartphone or tablet)

For More Information:

A list of helpful links and contacts can be found in Blackboard.



Additional Questions/Problems:

For any questions or problems, please contact the UVM Tech Team by [submitting a help request](#) or contact the Tech Team Help Line at helpline@uvm.edu or by phone at (802) 656-2604.

Alternative Formats:

If you are having trouble opening or viewing the PDF, you can access the training in an alternative format. Click on the down arrow next to the A for a list of available formats.



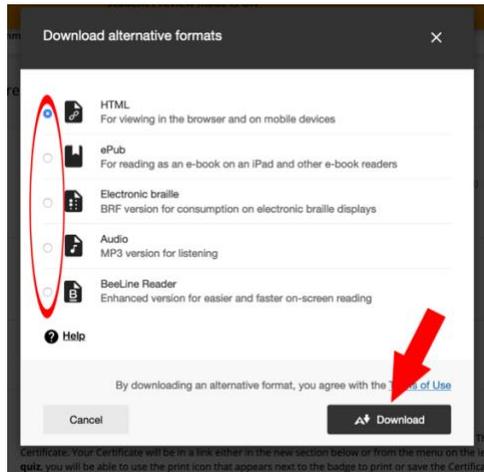
VOSHA Training (PDF) Alternative formats

Attached Files: [Protecting Community Health and Safety VOSHA COVID v1.pdf](#)  (958,042 KB)

Click the file above to open the slides as a PDF.

A red arrow points to the down arrow icon next to the file name.

From the list, choose the format that best meets your needs. HTML is the default but there are others you can choose from. Then click “Download”.



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-  **Beeline Reader**
Enhanced version for easier and faster on-screen reading
-  **Help**

By downloading an alternative format, you agree with the [Terms of Use](#)

A red oval highlights the radio buttons, and a red arrow points to the 'Download' button.