



Computer-Based Safety Education Fire Safety Instructions

The computer based safety education is being offered through the “*Blackboard Academic Suite*”. This means that you can complete the education module from almost any computer with internet access. It is also recommended that you use a computer equipped with speakers, since the presentation has an audio feature that corresponds with the text.

RMU personnel, who may not have a personal computer or access within your department, may make arrangements to use one of the Computer Labs or the Education Technology Center:
Main Computer Lab (Hale Ctr. Room 310) – Available any time (to midnight) when not in use by a class. You can contact the Help Desk at 397-2211.
Education Technology Center – Coordinate with Chris Davis at 397-5434.

Start Here!

Access to
Computer-Based
Safety Education
from Your Computer

The safety training module (*Fire Safety*) is accessed on the **Blackboard Academic Suite** at <http://rmu.blackboard.com>



1. After you access the site, click on the ‘**User Login**’ tab.
2. You will then need to enter your personal Login information: **User Name** (same as your GroupWise login) and **Password** (the password is ‘rmu’). You can change your password after the initial log-in by going to the Personal Information link in Blackboard.
3. You should now be on the RMU / Blackboard home page.
4. Under *My Courses*, click on “**RMU Safety Training**”. You will now see options on the left side of the screen.
5. Click on “**Fire Safety**”. You should now see the available safety training/education module and be able to click-on the following options:
 - “**Fire Safety Presentation**” - to view the PowerPoint presentation.
 - “**Fire safety Quiz**” – to take a short quiz.

Steps to Successfully Load and Complete the Safety Education Module



In order to run the presentation, you will need to download the operating program – **QuickTime**. You will find the link is already loaded in the courses and tutorials section.

Viewing the “Fire Safety Presentation”.

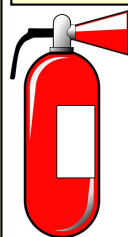
After downloading QuickTime, you are ready to run the presentation – simply click -on “**Fire Safety Presentation**” and view the video.



QUIZ

Completing the Quiz. Please complete the “**Fire Safety Quiz**” to document that you have successfully finished the module. Simply click on “**Fire Safety Quiz**”.

Thank You for Completing this Safety Education Module



Free!

We want to thank everyone who completes the Fire Safety Module. As an added incentive, Robert Morris University is offering a **free fire extinguisher to the first 100 individuals who complete the Fire Safety module**. Stay tuned for an update.