

## Instructions to complete the Right-To-Know & Bloodborne Pathogens training ONLINE.

### Steps for on-line training:

1. Using a computer with internet access, go to <www.bville.org>. From the "Staff Only" pull-down menu, choose the box titled "Right-to-Know and Bloodborne Pathogens Online Training" and "Click Here to View"
2. View the presentation using the forward ">" or back "<" arrows at the bottom of the screen OR your keyboard's "Page Up/Down" buttons.

NOTE: QUESTIONS ABOUT THE TRAINING CONTENT SHOULD BE DIRECTED TO:  
John Raflowski, Safety Officer, 952-6322

3. At the end of the presentation you will be instructed to proceed to the mandatory quiz as below:

### **"Click on the Link Below To Take the On-line Quiz"**

4. You will be asked to enter your First Name, Last Name, Title, District (from a pull down menu), and Work Location/Department.
5. Instructions appear at the top of the quiz. Take the quiz and answer questions by clicking the circle next to the correct answer. When complete, click the "submit" button at the bottom of the screen.
6. If the participant passes the quiz with a high enough score (11 out of 15), one of the following statements and instructions below will be given:

"You have scored X out of 15. You need to retake the course. Click here to view the course again."

**OR**

"You have scored X out of 15. **Congratulations - you passed!**

You may now [print out your optional certificate](#)