

INSTRUCTIONS FOR TAKING A TEST ON THE EMPLOYEE SAFETY TEST BANK

1. Go to the internet,
2. Type in www.utoledo.edu/depts/safety
3. Click on "Training" from the menu list on the left.
4. Click on "Safety and Health Test Bank and Training Calendar" in the middle of the screen
5. Type in your UTAD sign-on (most times first initial and last name, e.g., "Mary Monohan" would be "mmonohan"), enter your date of birth as your password, and click the "login" button.
6. If you previously started a test that you didn't finish, or failed a prior test topic, a test number will be waiting on the screen after you log in. Click on the appropriate blue test number to begin; **OR**, from the menu on the left of the screen under Testing/Training, click on "Select Test".
7. A new box will appear titled "Select Test". In that box is a drop-down menu where all tests are listed. Click on the arrow for the drop-down menu and choose the test you want to take.
Test #1 Safety 2006-2007 (for most employees)
Test #40 for Nurses
Test #86 for Ambulatory Services staff nurses
(check with your manager for the proper test to take)
8. Then click the button just below "Take Selected Test"— you can take it at that point or start it later.

You have the option to exit and come back to finish later at any point during the test.

9. The first question of the test will appear. Answer each question by **clicking on the desired answer**. TYPING THE ANSWER DOES NOT WORK! Click on the blue word "next" to advance to the next question of the test.

A source link appears with many of the questions to provide online help.

10. When you are done choose the blue link just above your test answers, "Finish/Score test". Answer by clicking the appropriate button on the next screen and the program will either score the test, send you back to the test you are working on, or save it to finish later.

The program will provide a results page if you have completed your test.

11. You can print the results page by clicking on the "print" button below the results. You can also click the "missed questions" button to see the questions you missed.
12. There is a button "Other test results" if you want to look at your past test scores. If you want to return to the log-in page, click the button "testing Home".
13. If you failed the test or any individual topics the program will automatically regenerate a test for you that will show on your original login screen.
14. When you are finished using the test bank, don't forget to log off.

The other option is to have your supervisor generate a test for you and print a paper copy. This is not recommended, as it creates more work and wastes paper.