

INSTRUCTIONS FOR TAKING A TEST ON THE TRAINING TEST BANK

1. Go to the internet, on or off campus
2. Type in www.utoledo.edu/depts/safety (off campus);
<https://testbank.utoledo.edu/Public/Login.aspx> (on campus)
3. Click on "Training" from the menu list on the left.
4. Click on "Training Test Bank (Online) and Training Calendar" in the right-hand column.
5. Type in your UTAD sign-on (most times first initial and last name, e.g., "Mary Monohan" would be "mmonohan"), enter your UTAD password, and click the "login" button.
6. If you have a requirement for training, your list of required test(s) will appear. Click on the name of the test to begin.
7. If you previously started a test that you didn't finish, 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".
8. A new box will appear titled "Select Test". In that box is a drop-down menu where all tests are listed. You can choose to search by name or number. Click on the arrow for the drop-down menu and choose the test you want to take.
9. Test #454 Internship Presentation
10. Then click the button just below "Take Selected Test"— you can take it at that point or start it later.
11. You have the option to exit and come back to finish later at any point during the test.
12. You must watch the video in its entirety and it will appear as the first question of the test. Answer each question by **clicking on the desired answer**. **TYPING THE ANSWER DOES NOT WORK!** Click on the blue word "next" or the blue number on the next box to advance to the next question of the test.
13. Answer the second question with a "Yes" after watching the video.
14. 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.

15. **You should obtain a certificate of completion and email the .pdf to your advisor to show that you have completed the session.** 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.
16. 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".
17. If you failed the test or any individual topics, go to your test bank Home page, then click on "Select Test" from the menu on the left side. Then use the dropdown menu in the middle of the screen and choose the test for the topic you failed.
18. You can also come back to the testing program and print your certificate at a later date by going to
<http://www.utoledo.edu/depts/safety/docs/Misc/How%20To%20Print%20a%20certificate%20of%20completion.pdf>
19. When you are finished using the test bank, don't forget to log off.