

York College Laboratory Safety Video Training Procedure



1. The York College Laboratory Safety Training video and its corresponding quiz are posted on
 - The Blackboard Lab Course Sites
 - The EHS website home page (<https://www.york.cuny.edu/administrative/environmental>)A link for the laboratory safety quiz is located below the safety video.
2. All faculty, CLTs, and lab personnel who teach or work in laboratories with chemicals should review the safety video and take the quiz at the beginning of the school year. To access the video and quiz, log on to Blackboard at https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp. After logging in, click the "Lab Safety Training" link under the "Courses you are enrolled".
 - If this is the first time for you to access CUNY Portal and Blackboard, please register for a CUNY Portal account at https://cunyportal.cuny.edu/citizen_CUNY/new_user_registration/regchoice.html and then log in to Blackboard.
 - If you forget your CUNY Portal username and password, please find your username and reset your password at <https://cunyportal.cuny.edu/cpr/treg/validateUser.jsp>.
 - If you encounter problem to register for a CUNY Portal account or log on to Blackboard, please contact the helpdesk at helpdesk@york.cuny.edu.

The record of your quiz will be kept one year in the system.

3. According to the recommendation of the York College Safety Committee, Lab instructors who are using Blackboard should incorporate the safety training in their first day of the labs. The Lab Safety Video and Quiz are posted on the lab course sites in Blackboard. The lab instructors should inform students to go to the Blackboard lab course site to watch the safety video and finish the quiz as their first laboratory homework assignment.

Lab instructors are responsible for checking a record of these quizzes on Blackboard. Students will not be permitted to continue working on the second lab until they comply.

There are the steps to enable lab instructors to view their students' quiz results:

- 1) Click "Grade Center" under the Control Panel.
- 2) Click "Full Grade Center".
- 3) Find the grade column "Lab Safety Quiz". You will see student grades on that column if they have completed the quiz.

The record of the quiz will be kept one year in the system.

4. For Lab instructors who are not yet using Blackboard, their students must watch the Lab Safety Video from the EHS website as their first laboratory homework assignment. Students must then finish the quiz and submit it to their laboratory instructor before they start the second lab session. Students will not be permitted to continue until they comply.

Laboratory instructors must keep all students signed quizzes until the semester is end.

5. Lab Safety Training record is important for everyone and the college. Contact the EHS Office at Ext. 2662/2772 if you have any questions