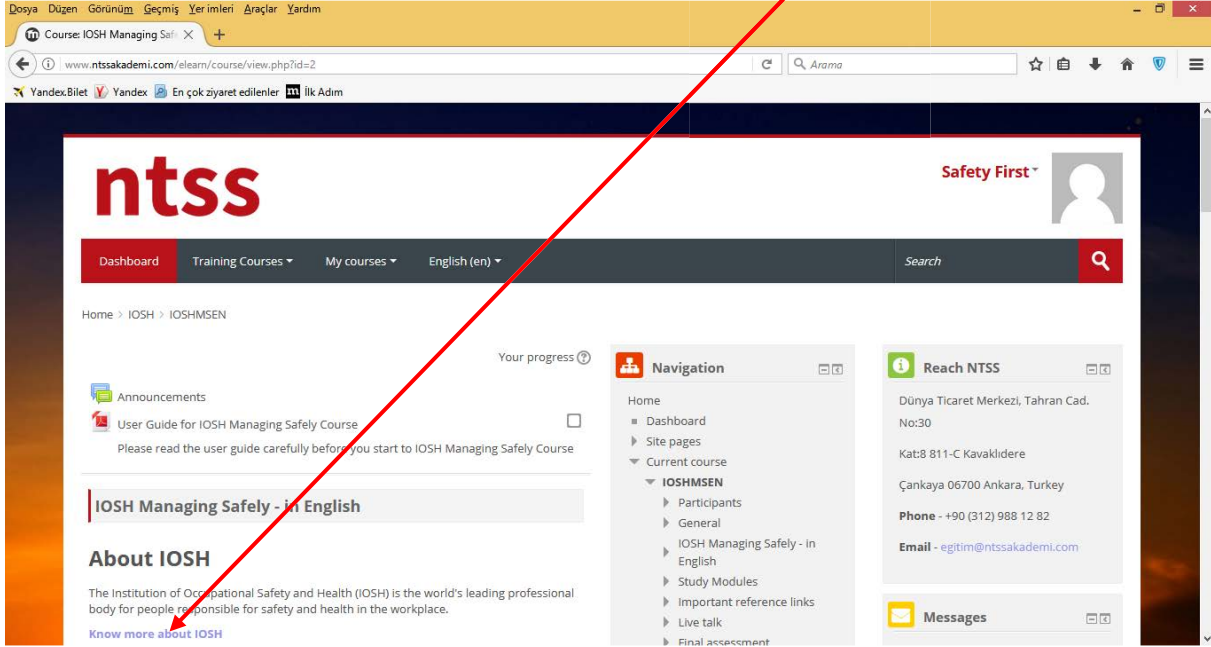


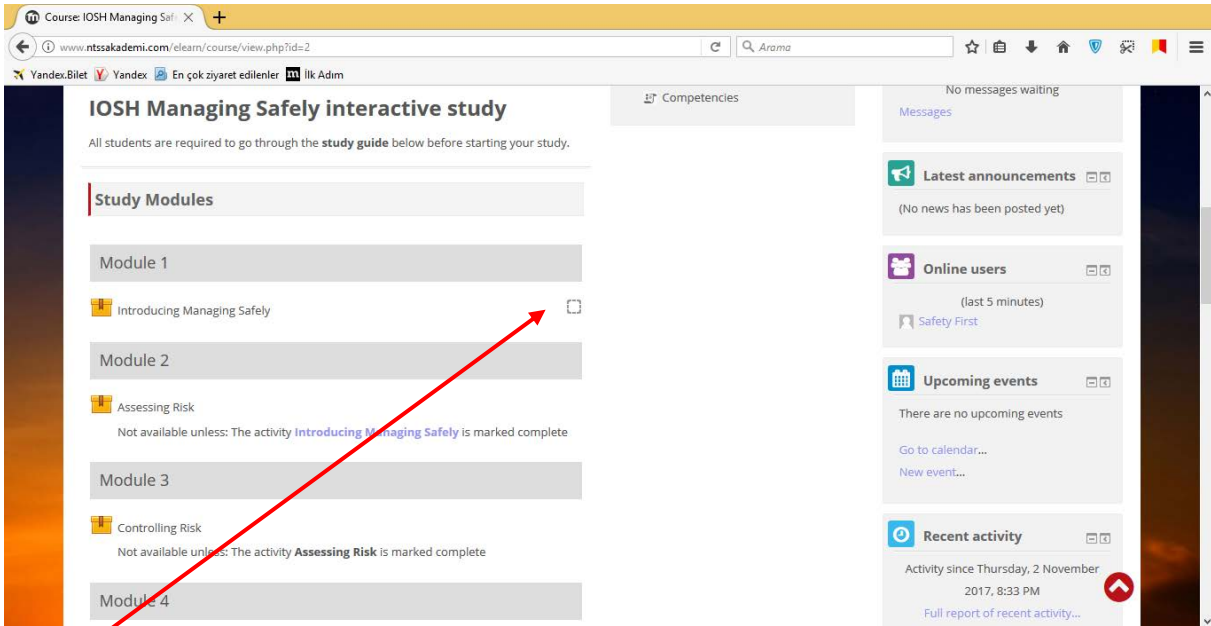
## 1. About IOSH

You may read some information about IOSH by clicking **Know more about IOSH** link.



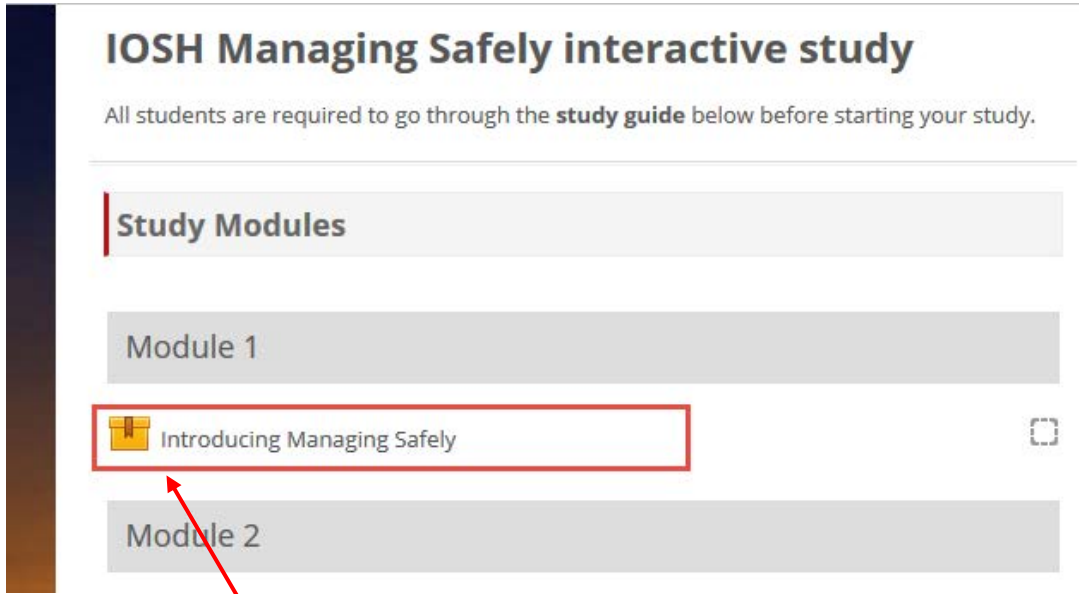
## 2. IOSH Managing Safely interactive study

There are 7 modules under IOSH Managing Safely interactive study must be completed. Each module is going to be enabled after completed previous module.

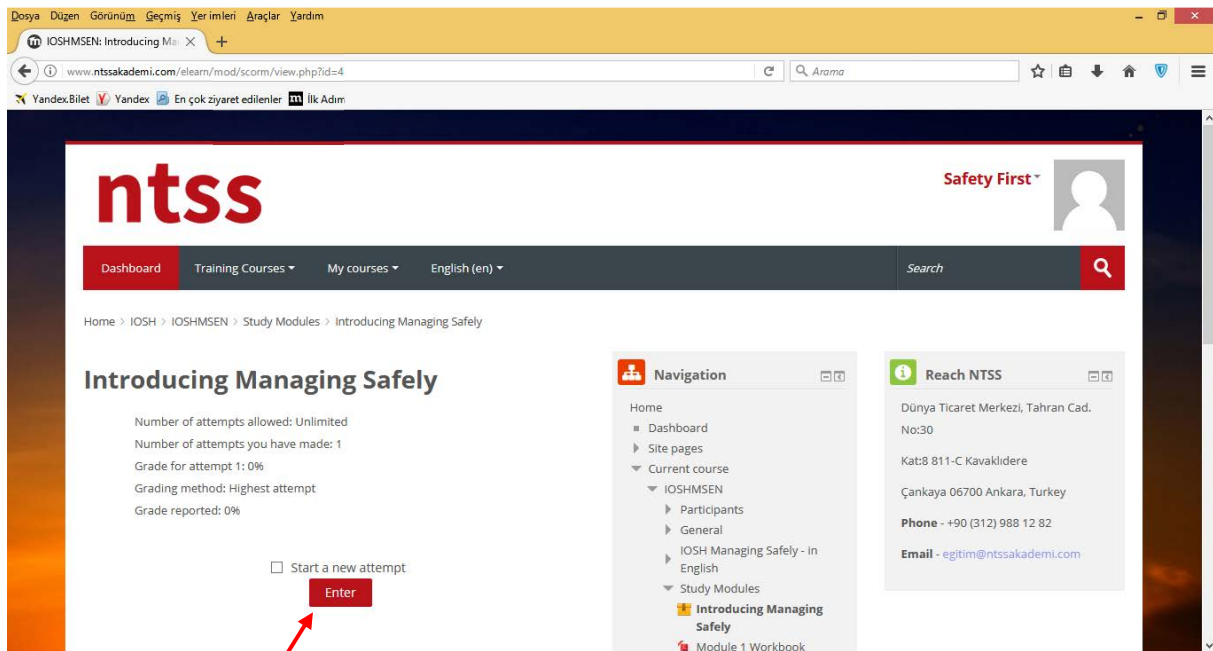


A **tick** next to an activity name will appear automatically when you have completed the activity.

You must watch and study each module slides to complete the each module.



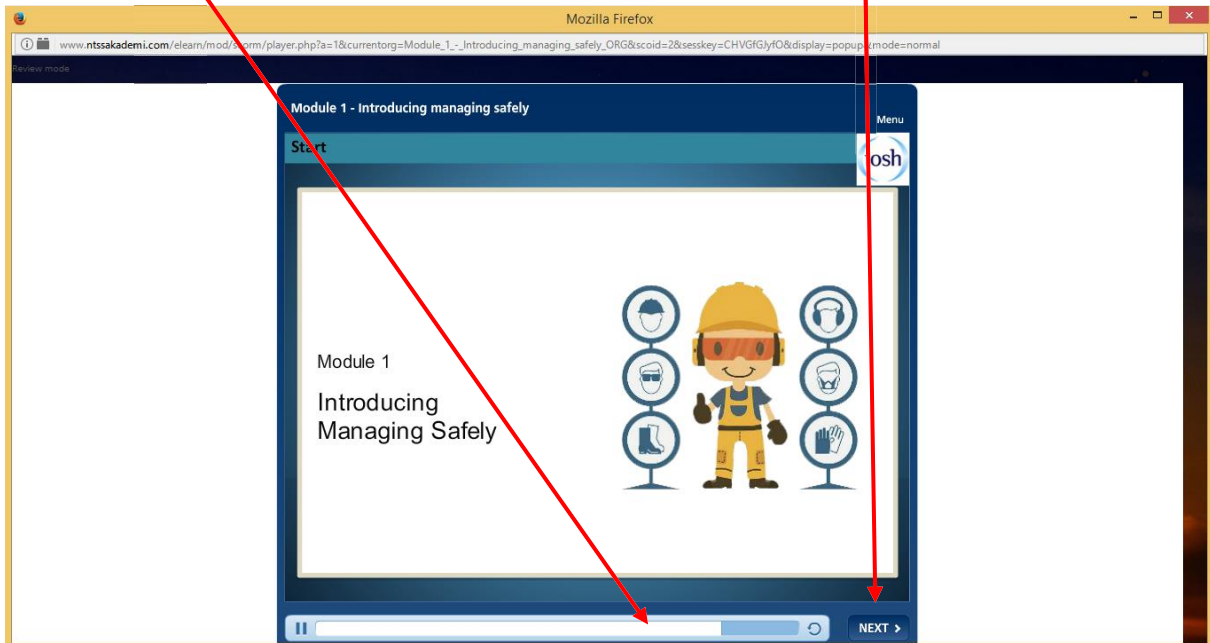
Once you click **on the activity**, following page will be opened up.



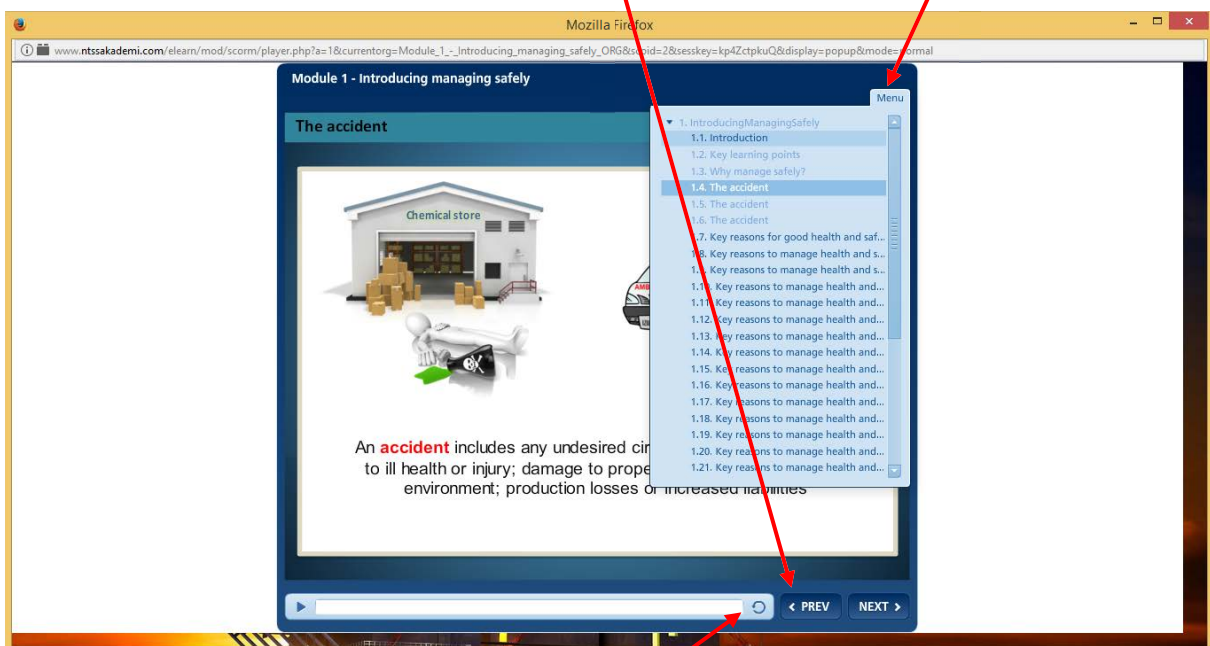
Once you click to **Enter** button, a new pop up screen will be opened up. After sometime, course module will be appeared in the pop up window like below.

# ntss User Guide for IOSH Managing Safely Course

There is **slide timer** on the each slide which doesn't allow you to click **NEXT** button till to time completed. You may also continue to read or watch content of the slide after time completed.



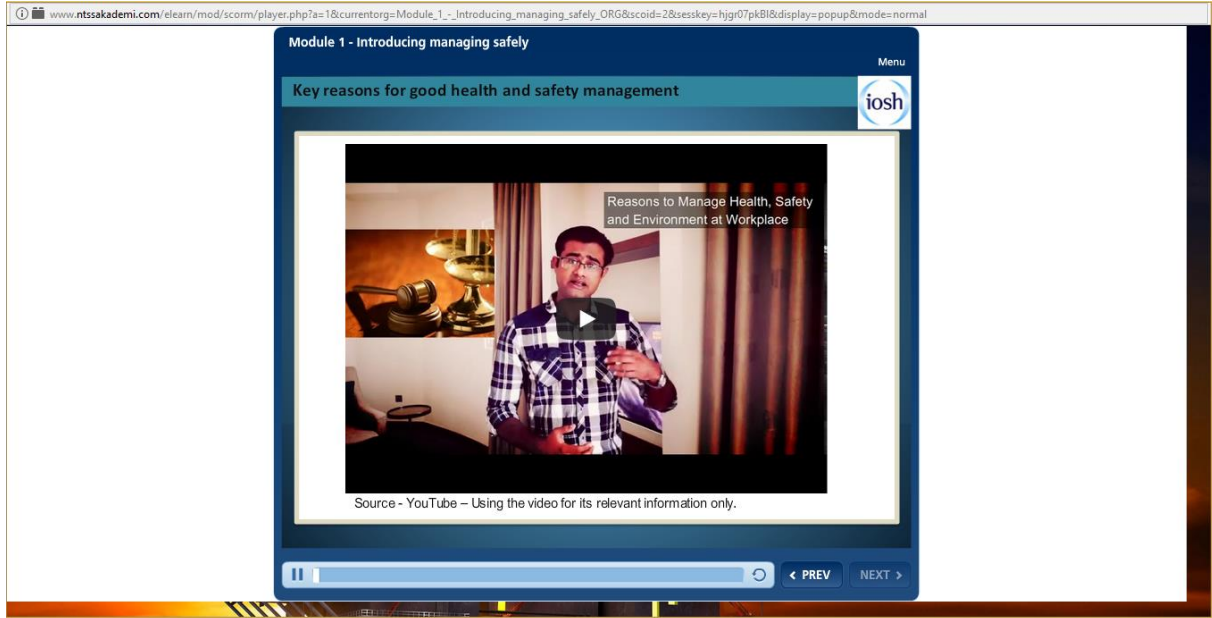
You may go back to previous slide by clicking to **PREV** button, also you may use **Menu** to go previous slides by selecting. Just you can go back or forward on watched slides. You can't go forward, if you didn't watch the slide.



Also you can reload the slide by clicking on the **repeat** button.

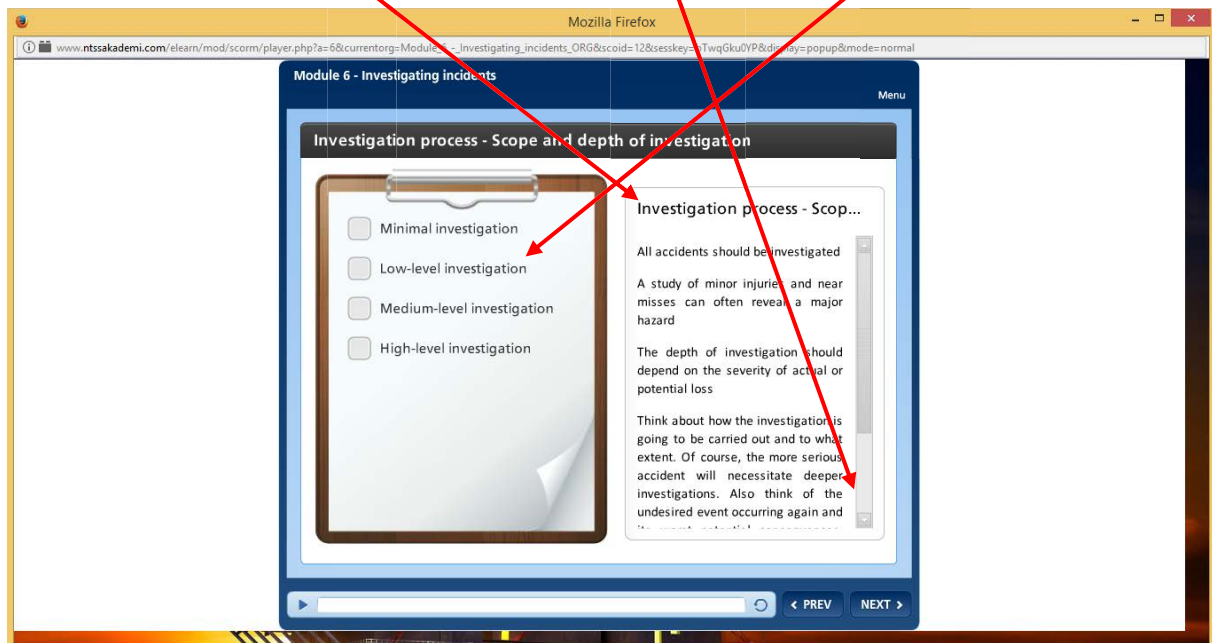
### Short Films

There are short films in the slides, you need to click on them to watch it. Again there are slide timers for each short film and duration of each timer varies according to each short film. Please watch them carefully without skipping. There are subtitles in Turkish on them in the Turkish version of the course.



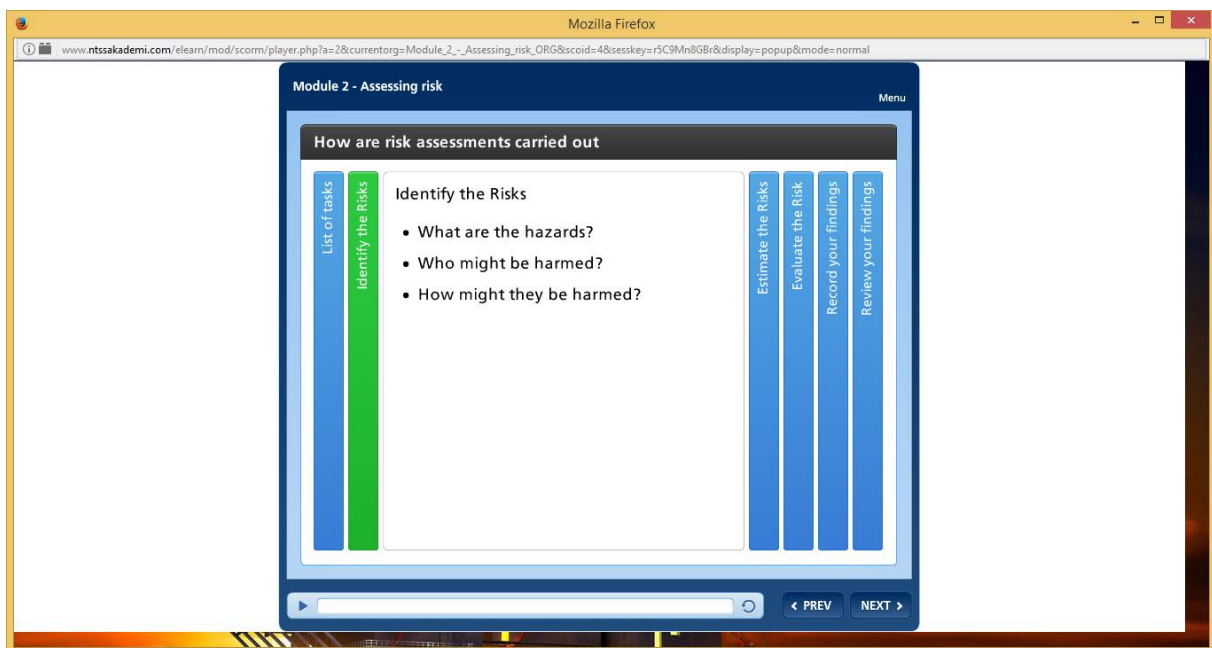
### Interactive Slides

There are some interactive slides in the course like below. When you click to titles, you can read details about title at the right side. Also there is scroll down bar to read continued text in it.



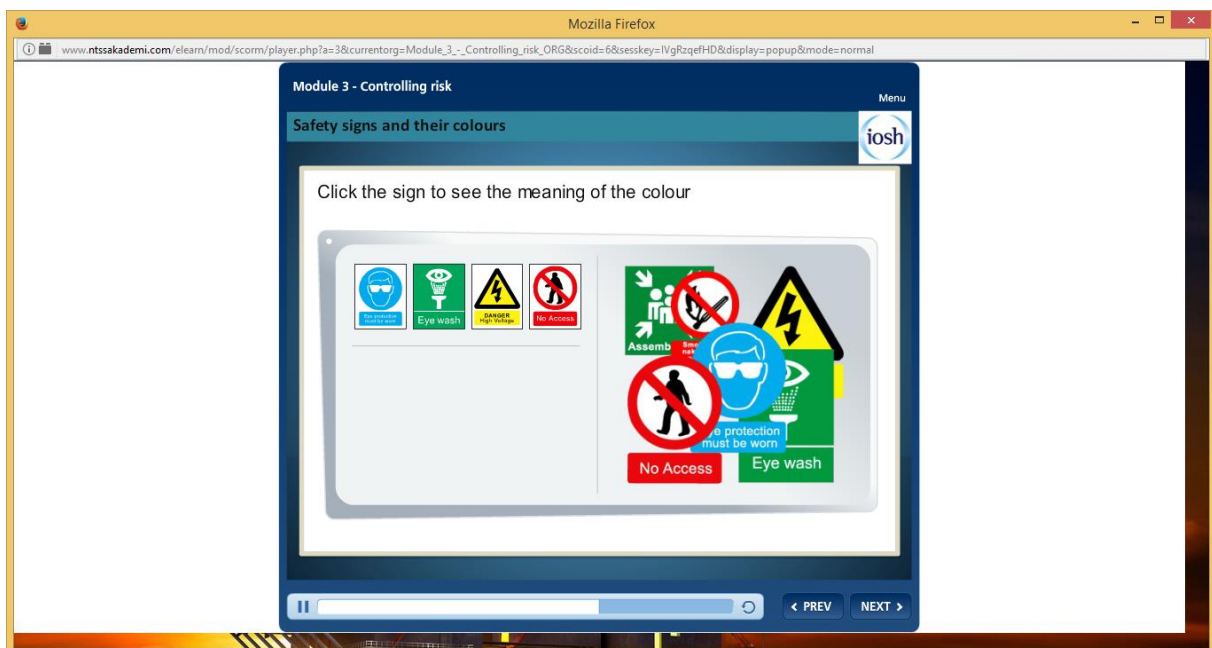
**NEXT** button also helps you to see next title till to last title. You can't skip the slide without clicking any of titles. Please read their details carefully.

You can see another example for interactive slide below.



## Interactive Flash Animations

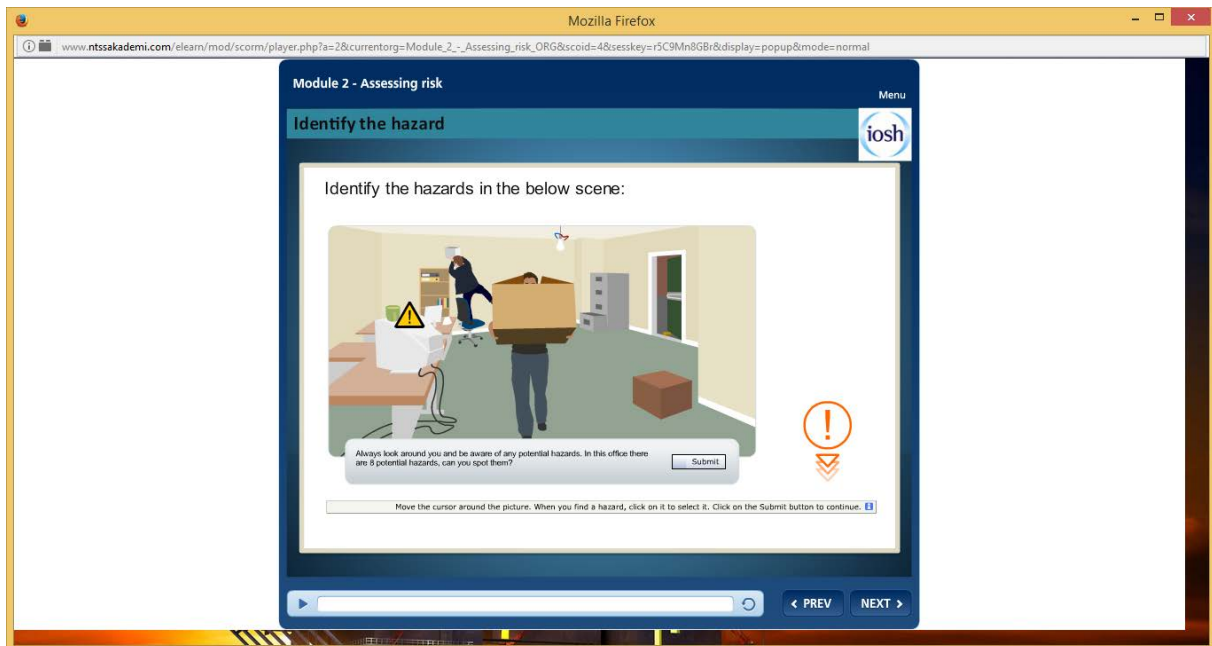
There are several interactive flash animations like below. There are clear explanations on them to help you what you need to do.





### Games

There are games to reinforce the delegates' learning on the course. There are clear explanations on them to help you how to play.

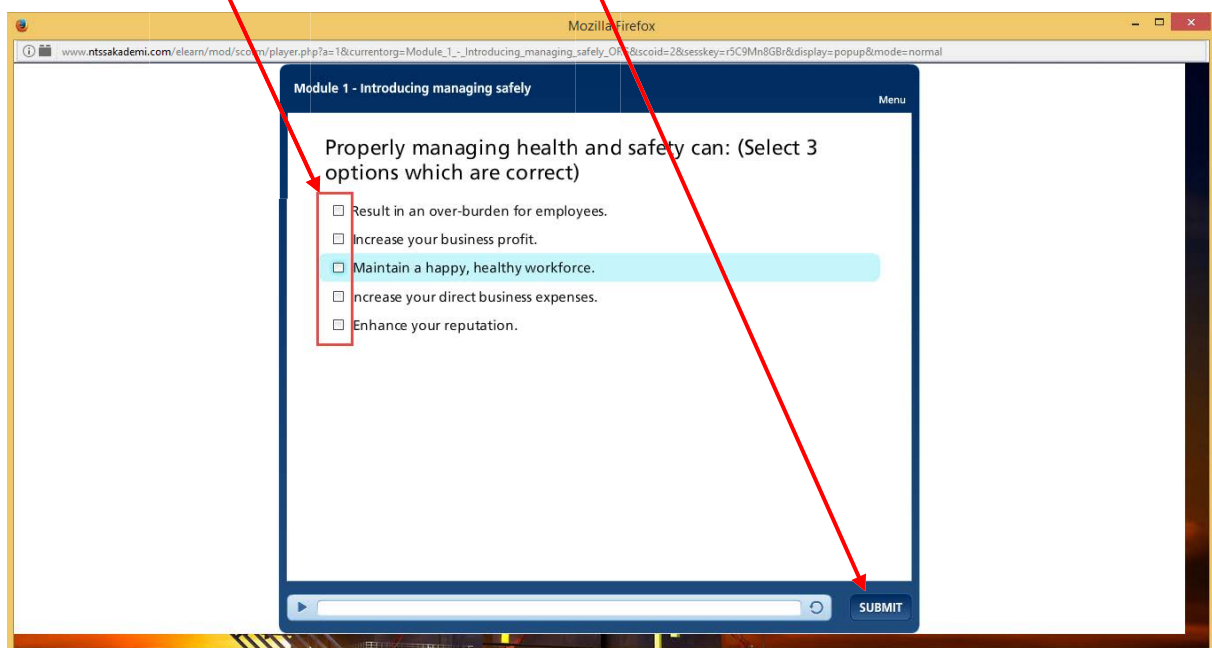


### Quizzes

There are quizzes in the modules to complete. You will see different types of quiz questions. You can find here types of quiz questions.

### Multiple Choice

After you tick to selections, you must click to SUBMIT button.



### Single Choice

The screenshot shows a web browser window with the URL `www.ntssakademi.com/learn/mod/scorm/player.php?a=1&currentorg=Module_1_-_Introducing_managing_safely_ORG&scoid=2&sesskey=r5C9Mn8GBr&display=popup&mode=normal`. The page title is "Module 1 - Introducing managing safely". The question is "A serious accident can impact your society as well?". There are two radio button options: "True" (selected) and "False". A "SUBMIT" button is at the bottom right.

### Puzzle

You need to drag answers at the left side and drop to correct matched one at the left side by mouse.

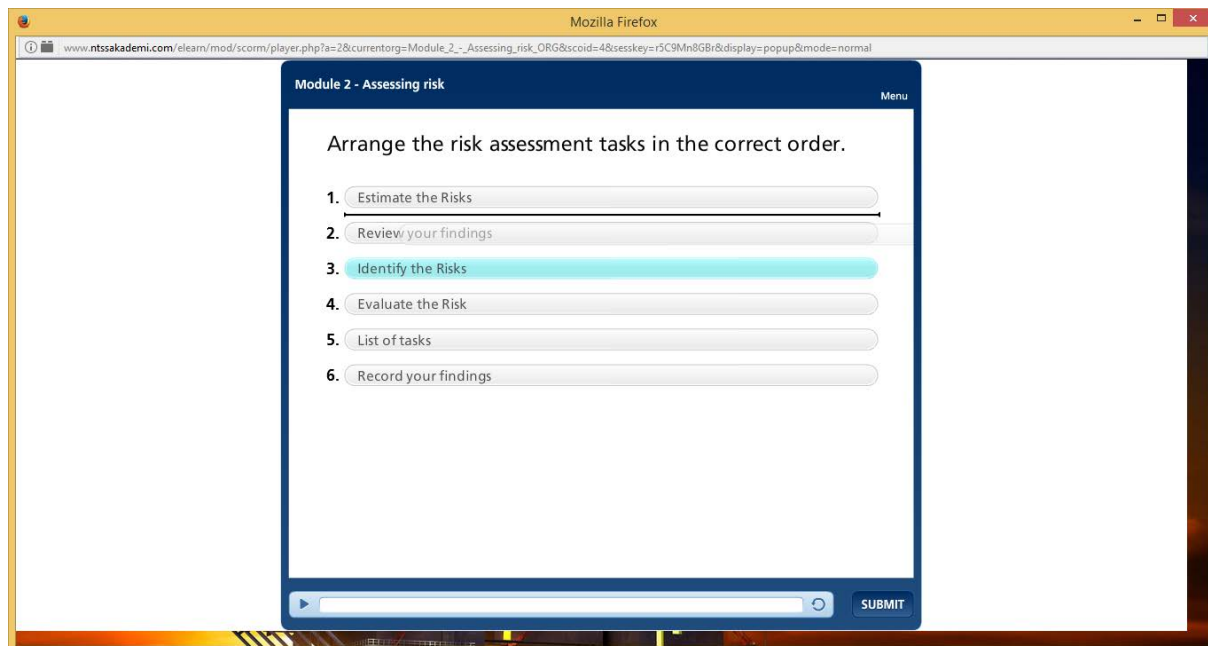
The screenshot shows a web browser window with the URL `www.ntssakademi.com/learn/mod/scorm/player.php?a=2&currentorg=Module_2_-_Assessing_risk_ORG&scoid=4&sesskey=r5C9Mn8GBr&display=popup&mode=normal`. The page title is "Module 2 - Assessing risk". The question is "Match the likelihood points with their scale.".

Low	It is fairly likely that the event (accident) may happen.
Medium	It is likely that the event (accident) will happen.
High	It is unlikely that the event (accident) will happen.

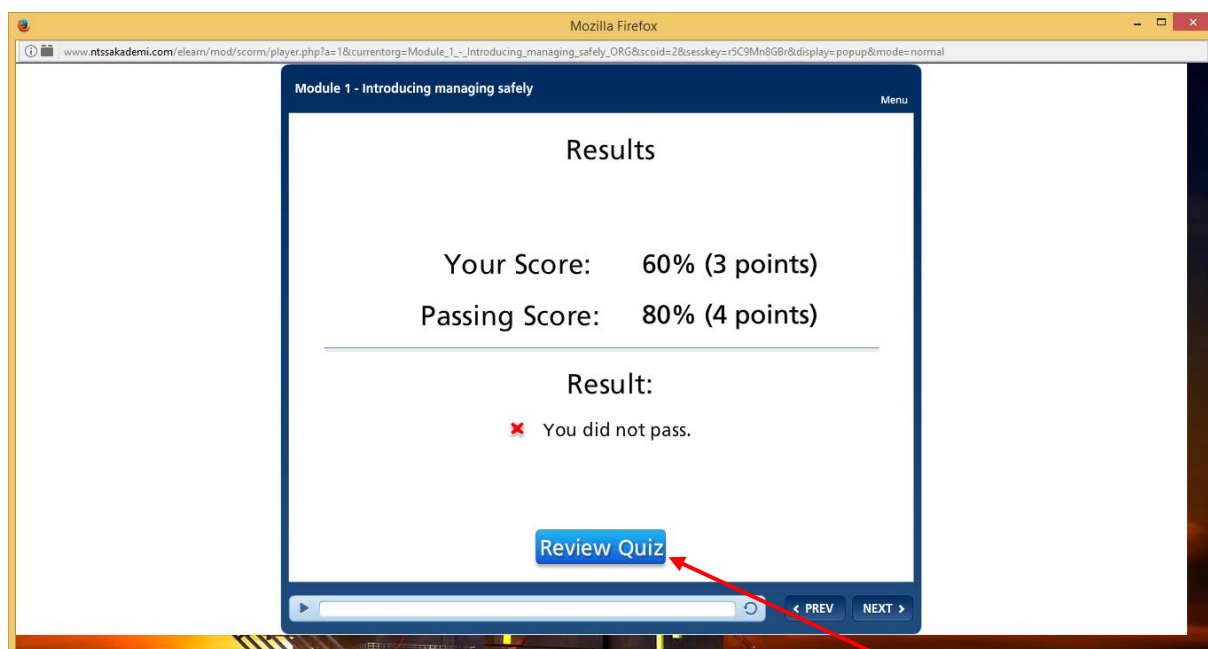
A "SUBMIT" button is at the bottom right.

### Sorting

You need to drag sentences and drop to correct position to constitute a correct order.

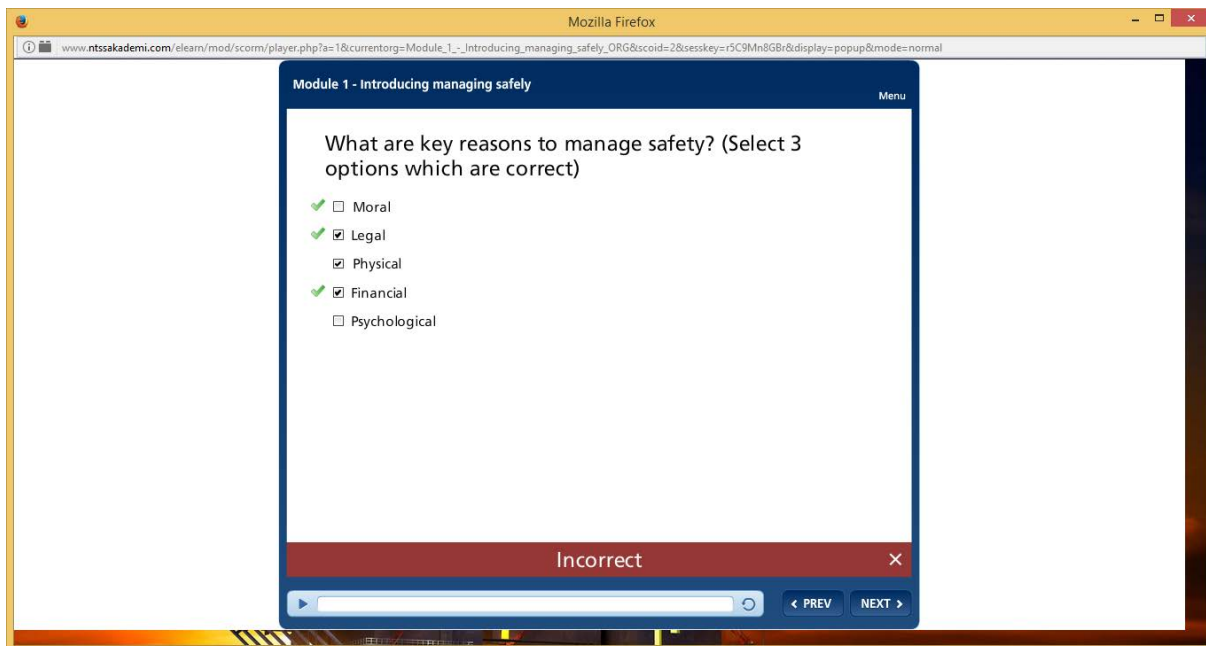


Once you completed the quiz for each module, you can see the result.



You can review your answers and see correct answers like below by clicking to Review Quiz button.

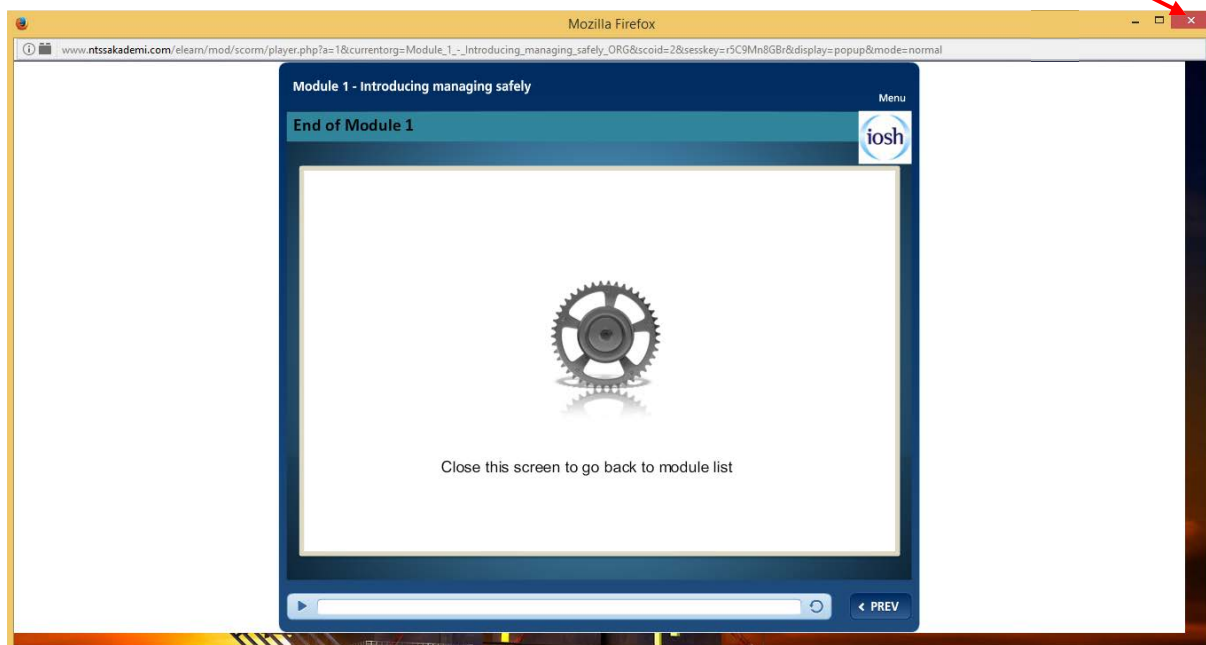




You can't get same quiz again once you see the result or submit your answer. Quizzes doesn't affect your certification, their purpose is evaluating yourself and learning from your incorrect answers if there are.

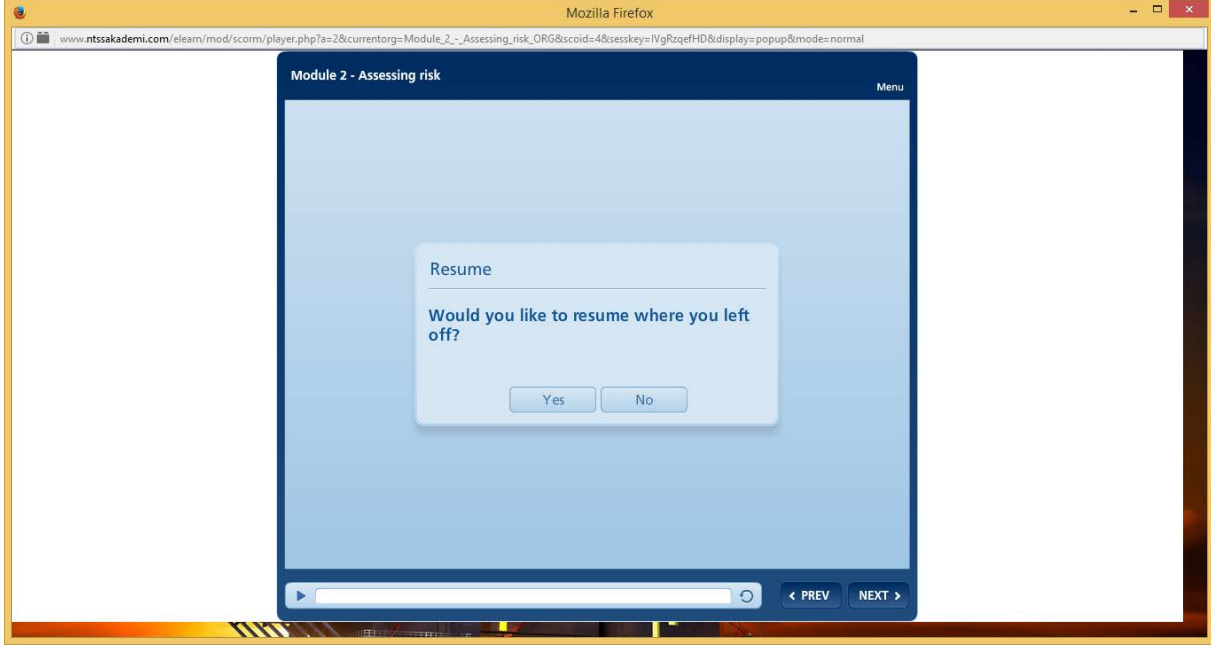
### Completing Module

When you complete the module, you have to close the screen by closing page from **x button** top right of the popup screen.



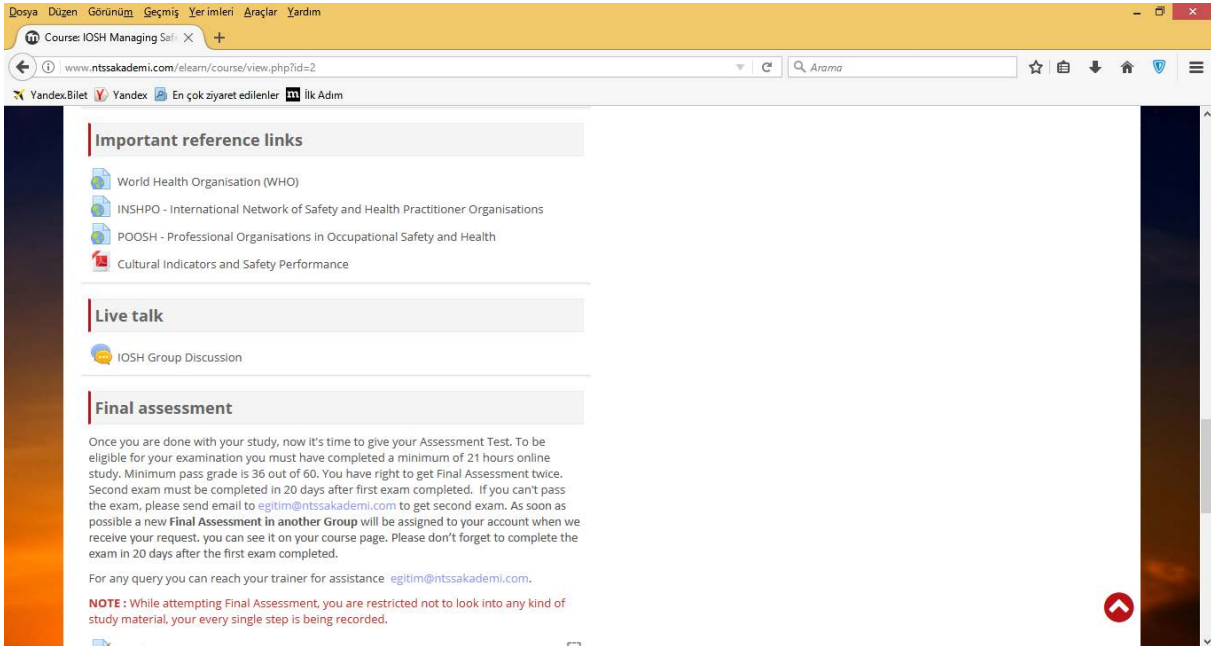
## Resuming module

If you close module screen before you completed, you can continue to module where you left off later. When you restart module, you will see following screen. If you click to **Yes** button, course will be resumed otherwise it will be started from beginning.



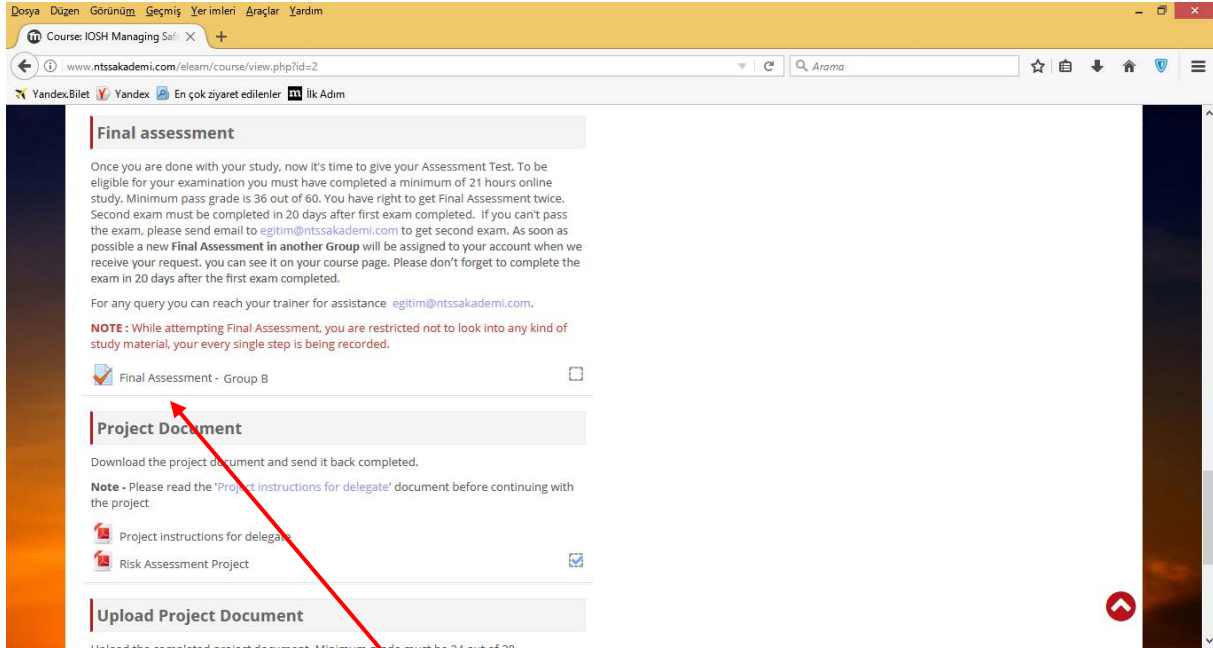
## 3. Important Reference Links and Live Talk

You can find important reference links to get more information about relevant organizations and Live talk to communicate to other colleagues to share knowledge in the course page shown below.

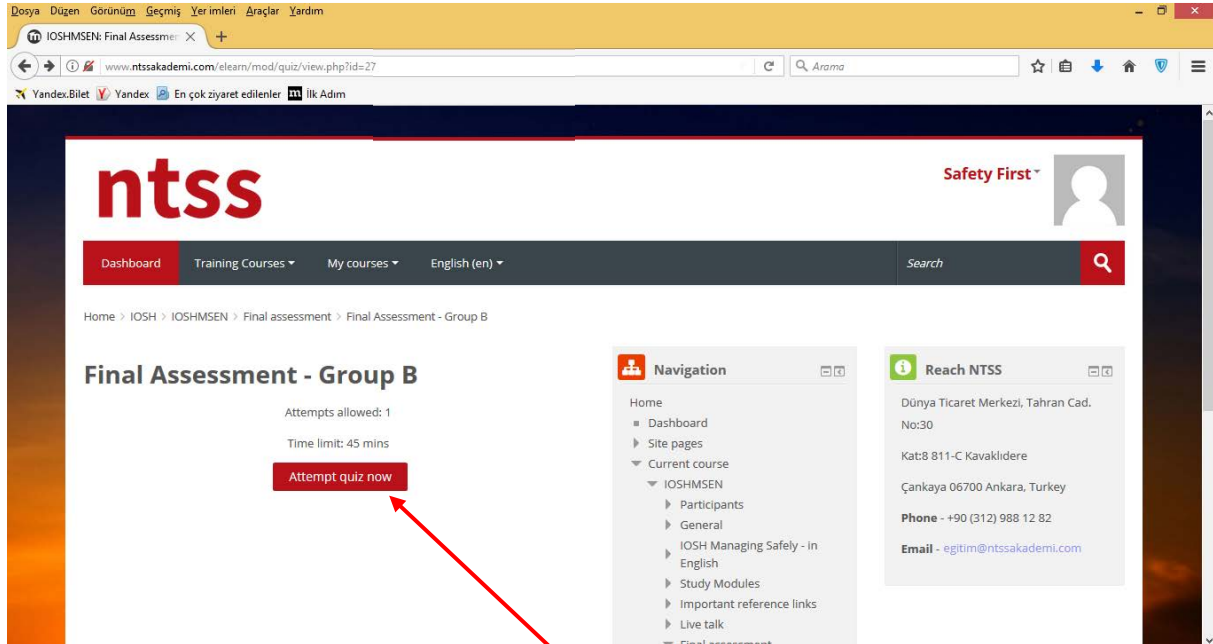


#### 4. Final Assessment

To give your Final Assessment Test, please follow the instruction given under the **Final Assessment** section.

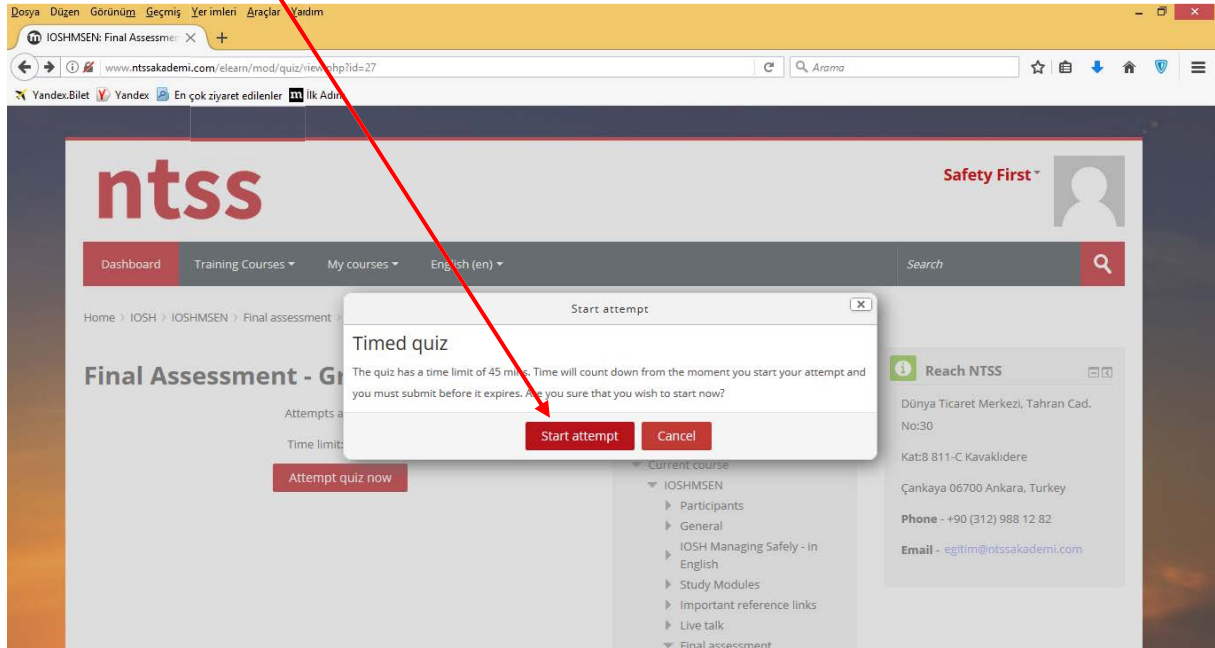


Course provider would assign your account to an exam group (in the example delegate assigned to Group B). Once you click to **Final Assessment** link above, you will be redirected to following page.

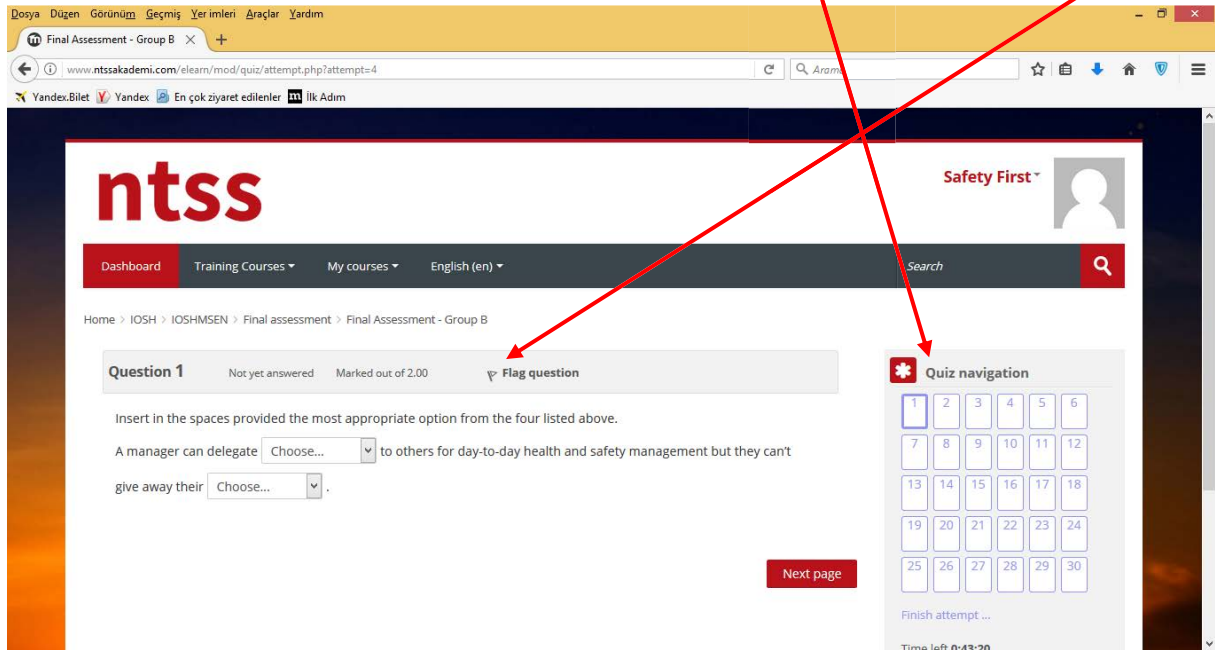


If you ready for Final exam, please click to **Attempt quiz now** button.

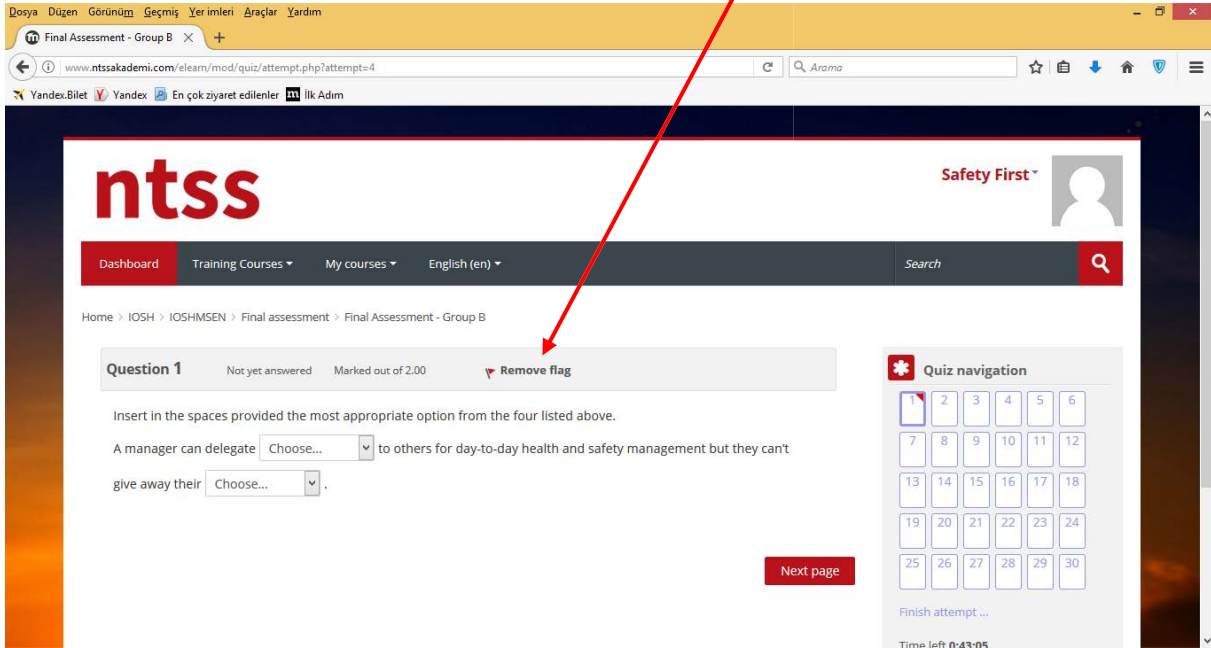
Then click to **Start attempt** button. Exam has a time limit of 45 mins. Please read short messages carefully before you start.



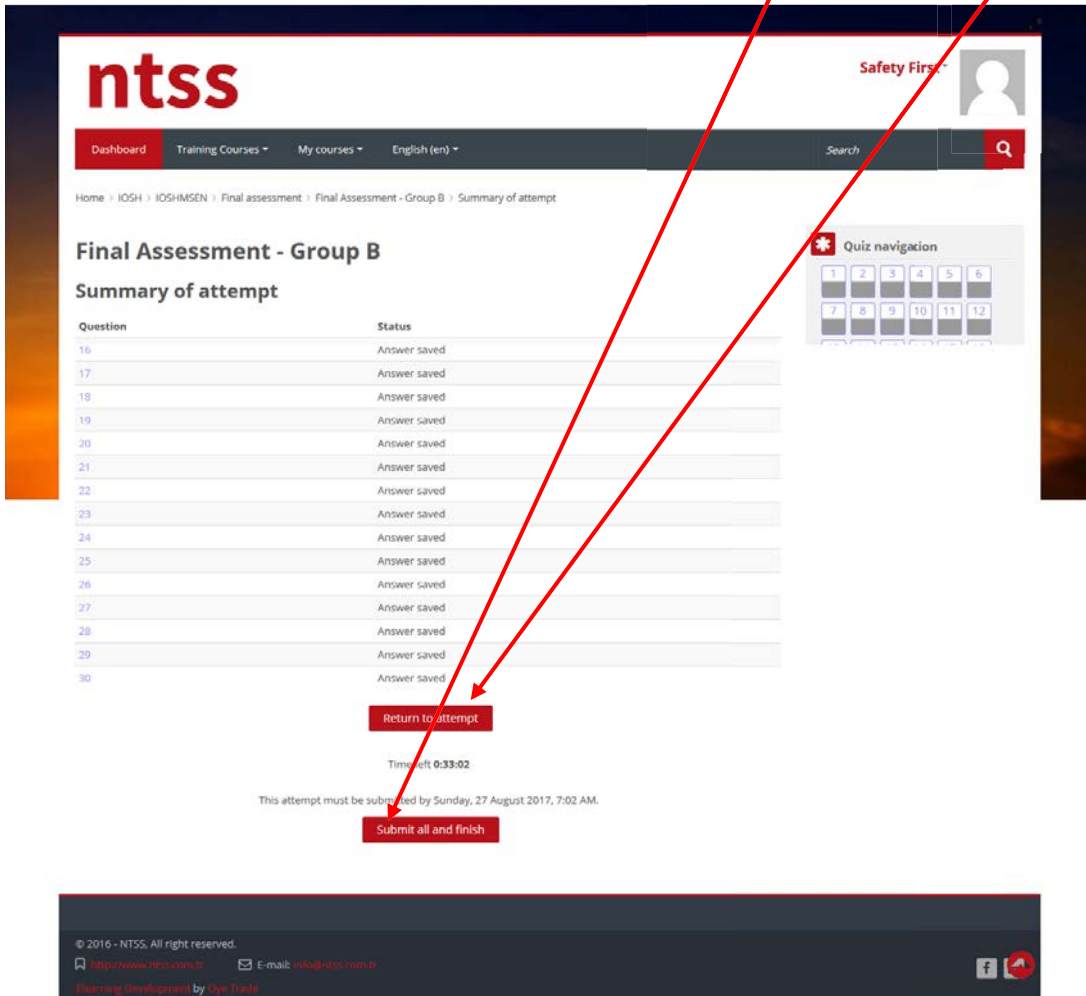
You may skip some questions without answer because of you are not sure about answer, we suggest you to put **flag** on this questions to come back easily by clicking buttons on **Quiz navigation**



When you come back and answer the question, you can **remove flag**

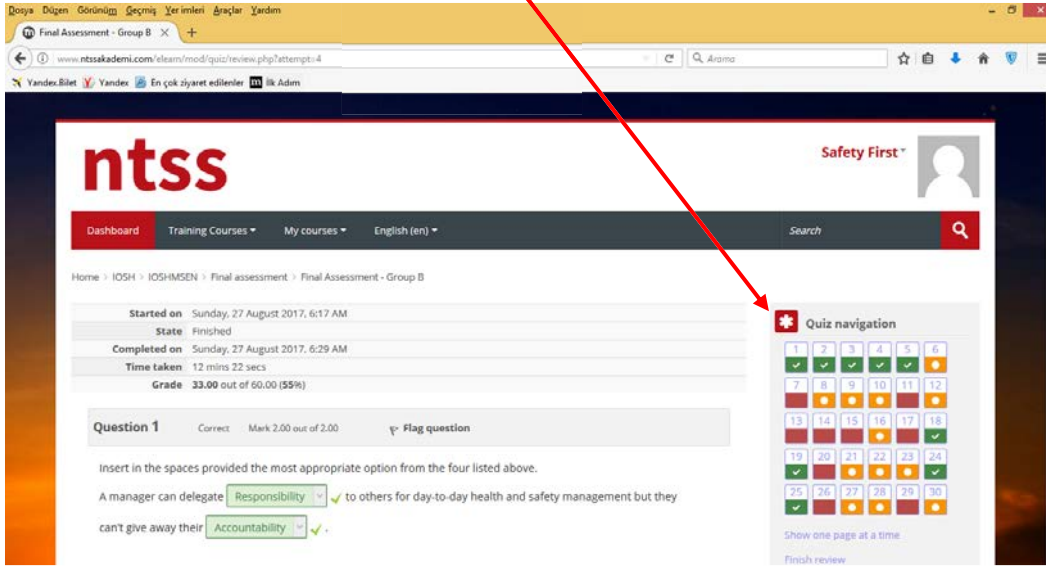


When you give all your answers, you can return back to questions by clicking **Return to attempt** button or you can complete the exam by clicking **Submit all and finish button**.



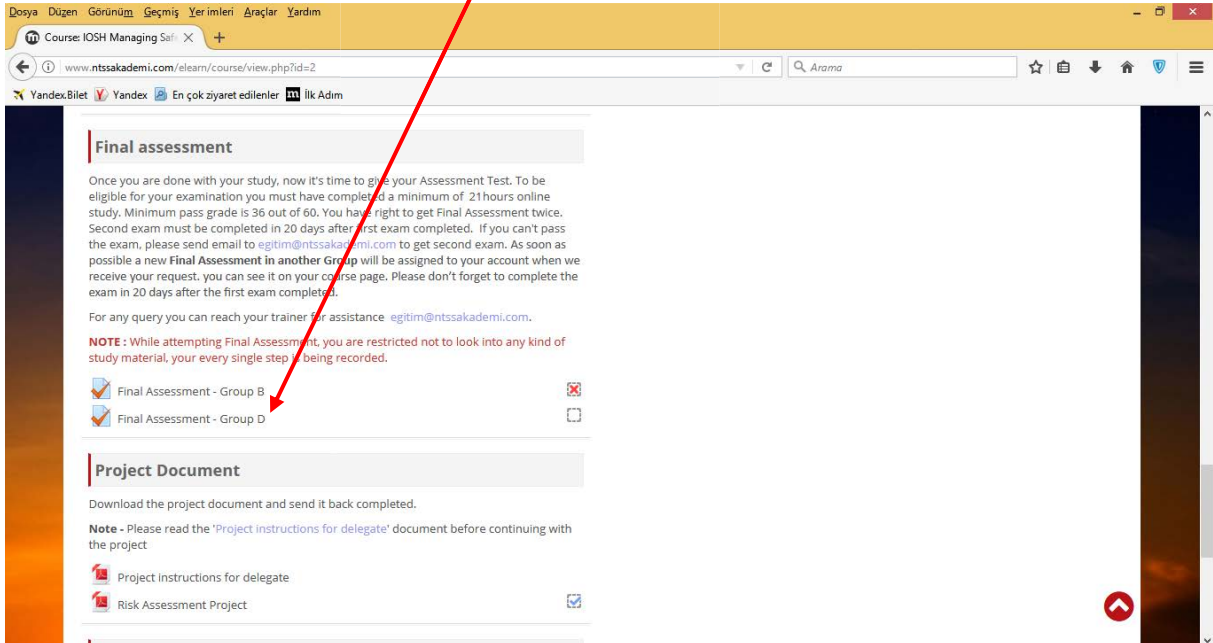


Once you submit all and finish the exam, you can see your grade and review of question with your and correct answers. Also **Quiz navigation buttons** show you which ones are correct (green), which ones are answered partially (orange) and which ones are incorrect (red). You can click on them to reach to the question or scroll down.



Minimum pass grade is 36 out of 60. You have right to get Final Assessment twice. Second exam must be completed in 20 days after first exam completed. If you can't pass the exam, please send email to [egitim@ntssakademi.com](mailto:egitim@ntssakademi.com) to get second exam.

As soon as possible a new **Final Assessment in another Group** will be assigned to your account when we receive your request. you can see it on your course page like below. Please don't forget to complete the second exam in 20 days after the first exam completed.

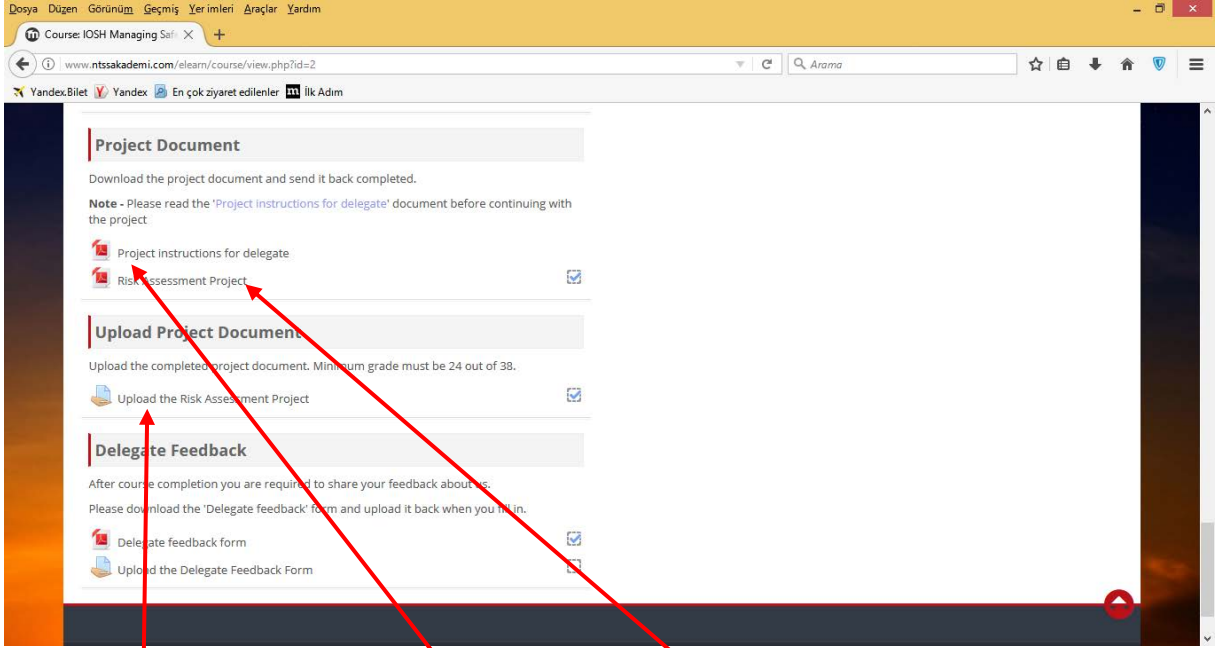


If you fail twice or can't completed within 6 months of enrolment date, you need to register the course again by filling **NTSS Online Training Registry Form**. It means you have to start course from the beginning including Risk Assessment Project and make payment again.



## 5. Risk Assessment Project

All delegates who complete the Managing safely online course will have to submit a completed risk assessment project in addition to Final Assessment Exam.



Please download and read Project instruction for delegate document and follow the instructions to complete Risk Assessment Project. You have to use given Risk Assessment Project form then once you completed the process please upload the form to the course page by clicking **Upload the Risk Assessment Project** link.

## 6. Delegate Feedback Form

After course completion you are required to share your feedback about us. Please download the Delegate feedback form and **upload** it back when you fill in.

