



**How to Take the CUNY
Workplace Violence
Prevention Training Module
on Blackboard**

****Please use the Google Chrome web browser when following these directions and completing the training module****

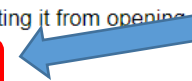
1. Log in to the ***Work Place Violence Prevention Organization*** on Blackboard. Begin the training module, which results in this page.

Click ***Launch Course***.

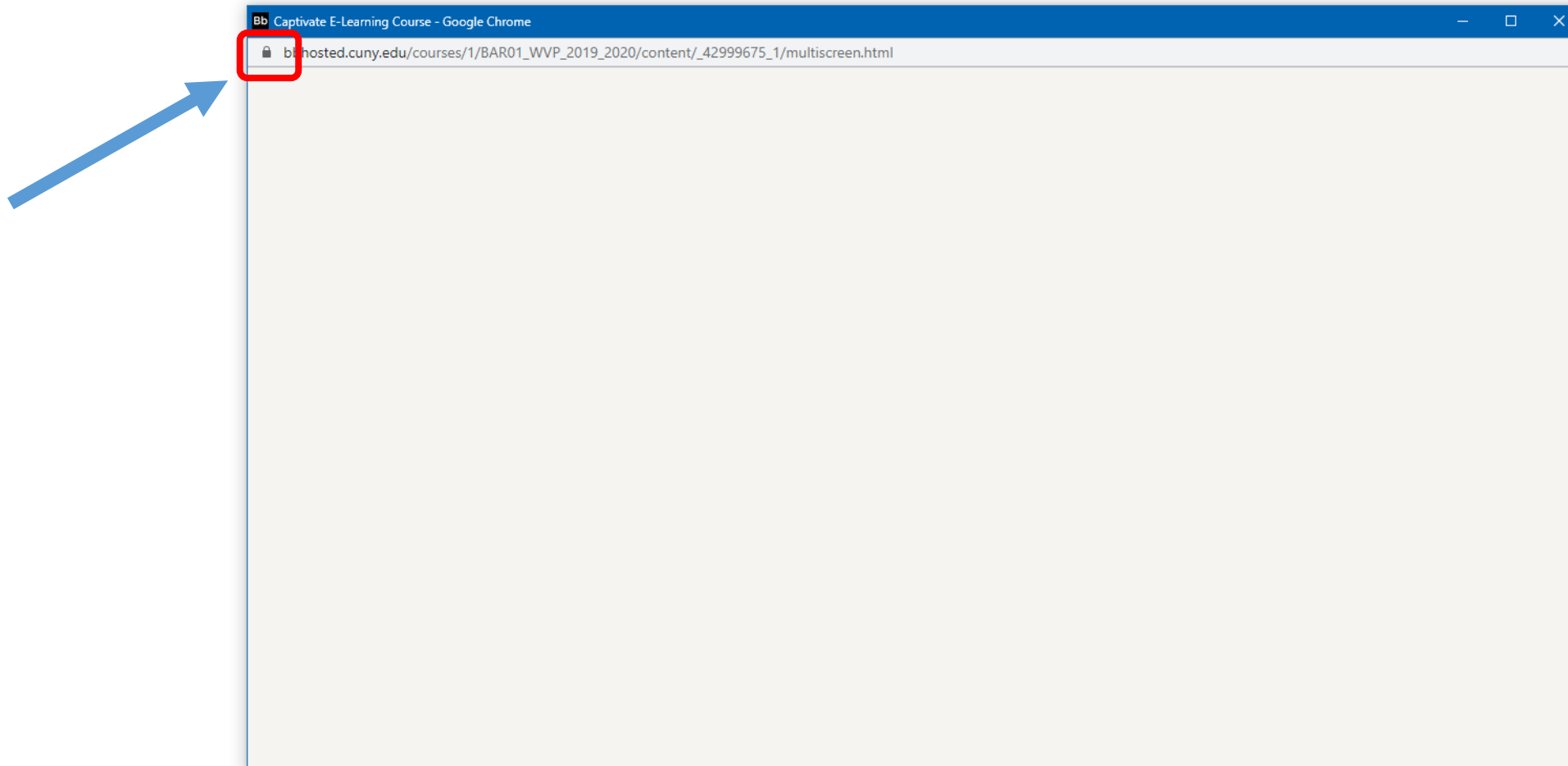
Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

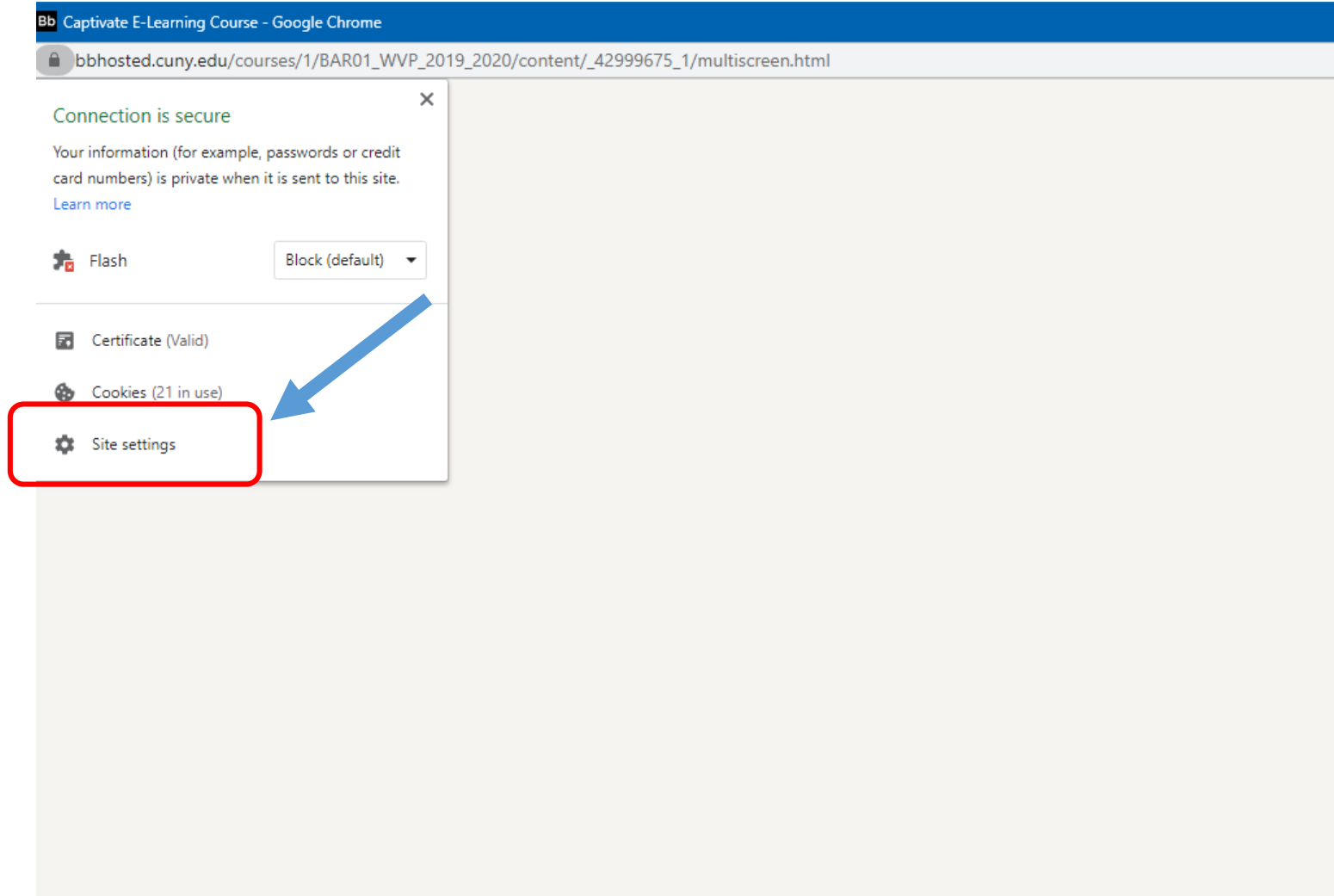
Launch Course



2. You will see a window pop-up, and it will remain blank. Click the ***lock symbol*** highlighted in red below.



3. Click *Site settings*.



4. On this page we will change *two settings* from Block (default) to Allow. Change *Flash* to *Allow*.

The screenshot shows the Chrome Settings page for the domain `bbhosted.cuny.edu`. The left sidebar contains categories like 'You and Google', 'Autofill', 'Safety check', 'Privacy and security', 'Appearance', 'Search engine', 'Default browser', 'On startup', 'Advanced', 'Extensions', and 'About Chrome'. The main content area is titled 'Permissions' and lists various site permissions. A red box highlights the 'Flash' permission, which is currently set to 'Block (default)'. Other permissions include Location, Camera, Microphone, Motion sensors, Notifications, JavaScript (set to 'Allow (default)'), Images, Pop-ups and redirects, Ads, Background sync, Sound, Automatic downloads, MIDI devices, USB devices, Serial ports, File editing, and Unsandboxed plugin access.

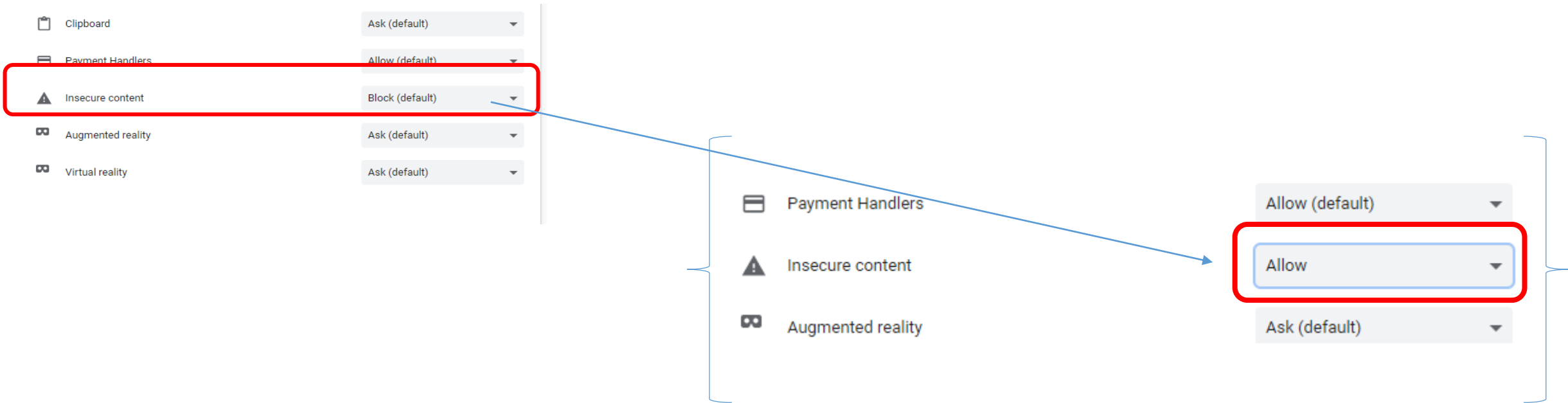
Permission	Current Setting
Location	Ask (default)
Camera	Ask (default)
Microphone	Ask (default)
Motion sensors	Allow (default)
Notifications	Ask (default)
JavaScript	Allow (default)
Flash	Block (default)
Images	Allow (default)
Pop-ups and redirects	Block (default)
Ads	Block (default)
Background sync	Allow (default)
Sound	Automatic (default)
Automatic downloads	Ask (default)
MIDI devices	Ask (default)
USB devices	Ask (default)
Serial ports	Ask (default)
File editing	Ask (default)
Unsandboxed plugin access	Ask (default)

This close-up view shows the 'Flash' permission dropdown menu. The 'Allow' option is selected and highlighted with a red box. The other visible options are 'Allow (default)' and 'Block (default)'. A blue arrow points from the 'Flash' entry in the main settings list to this dropdown menu.

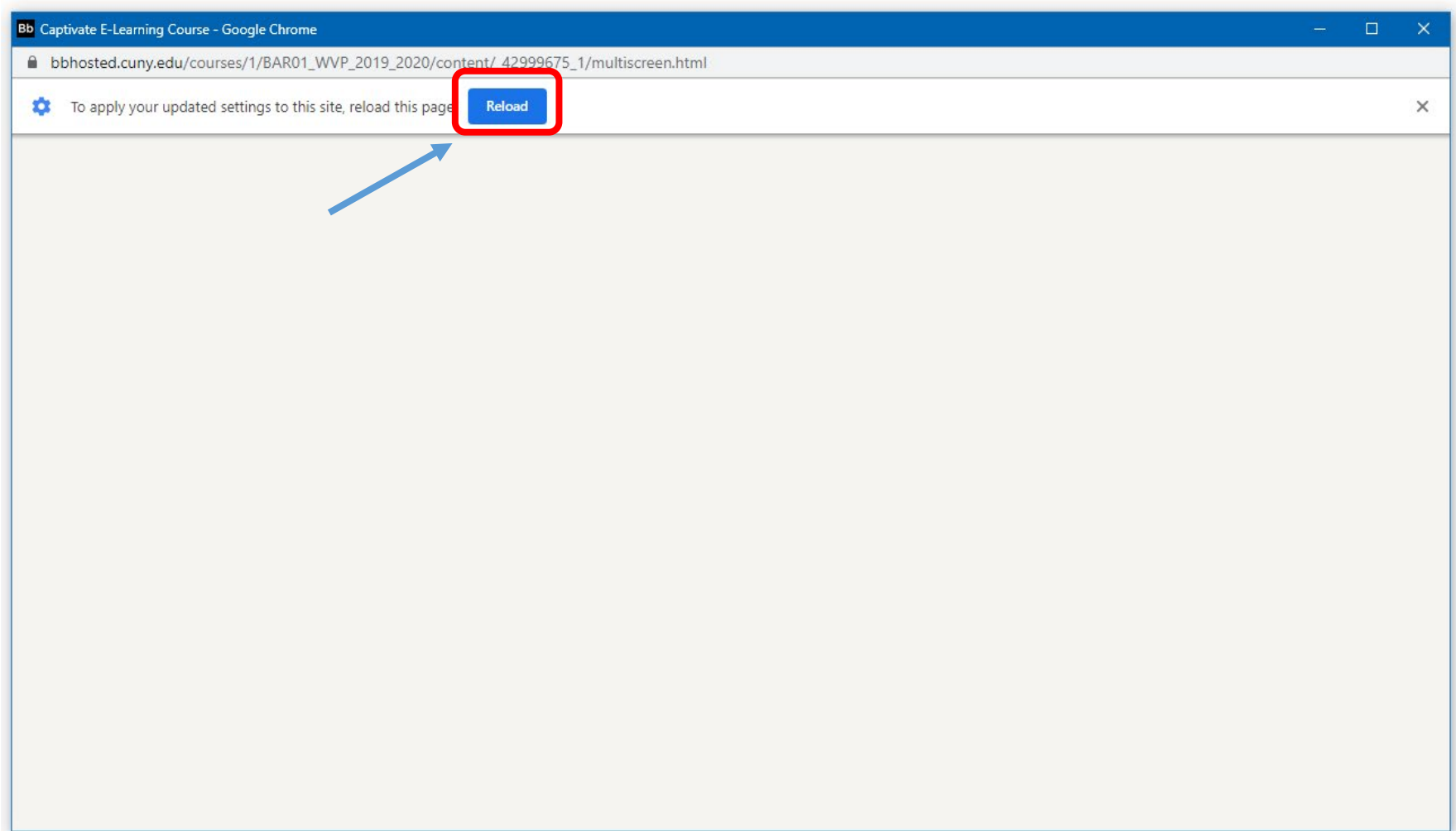
Permission	Current Setting
JavaScript	Allow (default)
Flash	Allow
Images	Allow (default)

Then scroll down to find the next setting...

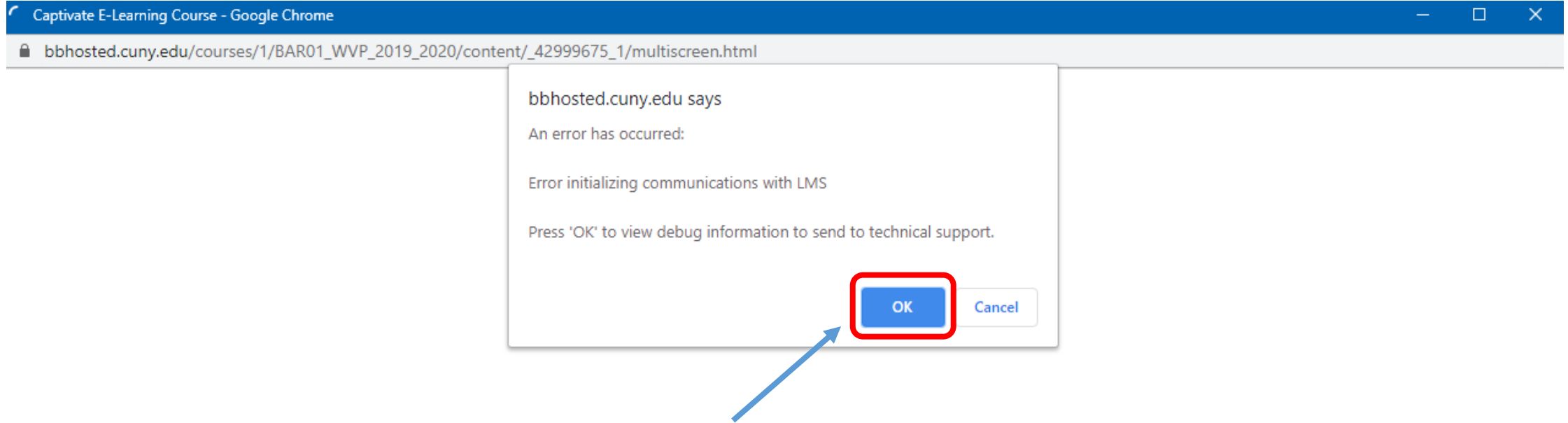
5. Change *Insecure Content* to *Allow*.



6. Now go back to the window you see in **Step 3**. Click the **Reload** button to finalize the settings you changed in **Steps 4 and 5**.



7. Click **OK** if you see this message.



Success! The training module will begin loading. Access the training content from the ***Table of Contents*** on the left.

The screenshot shows a web browser window titled "Bb Captivate E-Learning Course - Google Chrome". The address bar displays the URL: "bbhosted.cuny.edu/courses/1/BAR01_WVP_2019_2020/content/_42999675_1/multiscreen.html".

On the left side, there is a "Table Of Contents" sidebar with the following items:

- Slide Title
- Section 1: Introduction & Goals
- Section 2: Existing New York St...
- Section 3: CUNY Policies & Proc...
- Section 4: Employee Responsibil...
- Section 5: Recognizing & Respo...
- Section 6: Immediate Threats
- Thank You

The main content area is currently displaying the Adobe Captivate logo and a progress bar. The progress bar is partially filled, and the text below it reads "Loading... 46%". A red circle is drawn around the progress bar and the text "Loading... 46%".