# Table of Contents

- Introduction .................................................................................................................. 1  
- Who Can Access the Training Module ........................................................................... 1  
- Accessing Your Training Requirements and Records ..................................................... 1  
  - Viewing your Training Requirements ......................................................................... 1  
  - Viewing Your Training Records .................................................................................. 2  
- Completing Training ....................................................................................................... 3  
- Accessing an Online Training Course ............................................................................. 3  
- Completing Training – Classroom .................................................................................. 8  
  - Signing Up for a Classroom Course Session ................................................................. 8  
  - Removing Yourself from a Classroom Course Session ............................................... 10
Introduction

The BioRAFT Training Module is designed to make it as easy, fast, and simple as possible for researchers, staff members, and students to access the training they need. With BioRAFT, your training requirements are tailored to the hazards you encounter, to allow for a customized training experience. This Quick Start Guide is a resource for you to get started on your training.

Who Can Access the Training Module

Anyone who can log into BioRAFT can access all of the uploaded training courses, even if they have not been added to a lab or group yet. In addition, you can view any of the training courses in BioRAFT, even if you are not required to take the course.

Accessing Your Training Requirements and Records

Viewing your Training Requirements

When you log into BioRAFT, you will be alerted to any training courses you are overdue on with a red alert at the top of the page. In addition, there is a box labeled “Required Training” that shows the training courses you have completed, the renewal date for these courses (if applicable), and the training courses you are overdue on completing.
Viewing Your Training Records

To view your own training records, click “My Training” in the training menu on the left side of the screen.
Completing Training

Accessing an Online Training Course

To view a training course, click on the “Course Directory” on the left side of the screen. Next, click the “Launch Course” link to the right of the course name.
This will launch the course viewer. For courses with slides, you can advance the slides by clicking the “Prev” and “Next” arrows on the screen, under the slide viewer.
Introduction to BioRAFT Training

BioRAFT Training Demo

To view in full-screen mode, click anywhere in the video player and then press Control+F.

Controls:
- To proceed to the next slide click on the presentation or use the controls.
- Once you are finished with the presentation, click the next link at the bottom of the screen to proceed to the training quiz.

Exit Course
For video courses, we recommend using a wired connection if possible, and letting the video fully buffer before starting it. You can pause a video, but you cannot fast forward. Additionally, the video must be viewed in one session; if you log out of BioRAFT your place in the video will not be kept.
Once you have completed going through the course materials, a button labeled “Next” will appear at the bottom of the screen. Click the button to go to the quiz (if applicable) and finish the course.
Accessing Classroom Training

**Signing Up for a Classroom Course Session**

From the course directory, click the “Sign Up” link to the right of the course name.
Click the “Signup for this session” button.
Removing Yourself from a Classroom Course Session

To remove yourself from a classroom course session, go to the Course Directory and click the “Sign Up” link.
This will take you to view the sessions for that course. Click the “Remove me from this session” button.