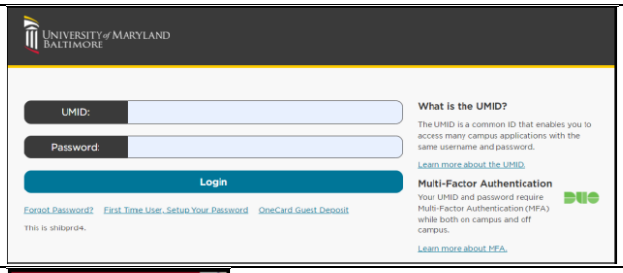
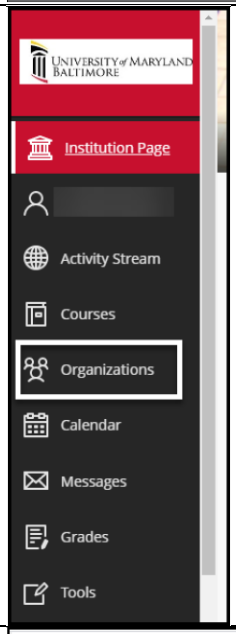
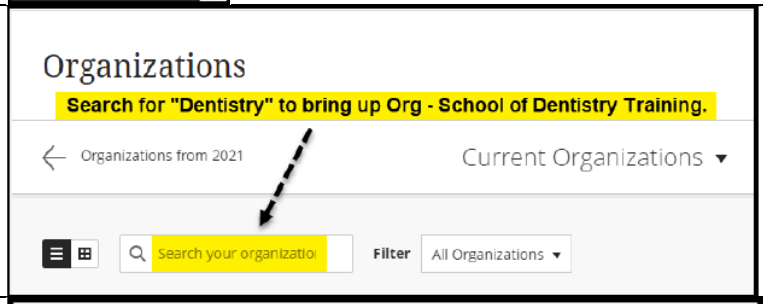
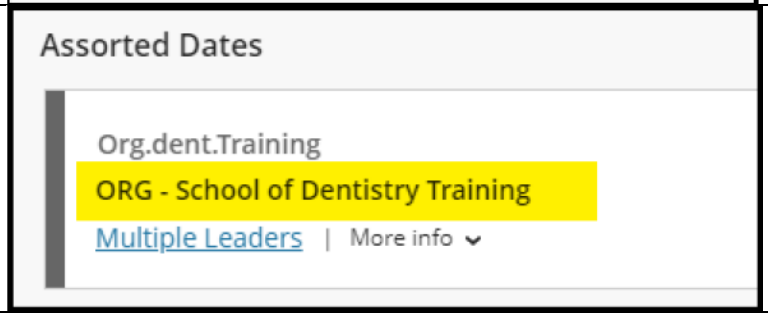
# Dean's Faculty Instructions for Completing Clinic Essentials Assessments in Blackboard

| STEP | INSTRUCTION | ACTION |
|---|---|---|
| 1. | Using **Chrome** as your browser; **NOT Internet Explorer,** go to https://blackboard.umaryland.edu | |
| 2. | Enter your **UMID** and password to logon to the system. Use DUO to authenticate. |  |
| 3. | Click on **Organizations** in the left navigation menu. |  |
| 4. | Search for **Dentistry** using the search bar. |  |
| 5. | Click on the '**ORG – School of Dentistry Training'** link. |  |

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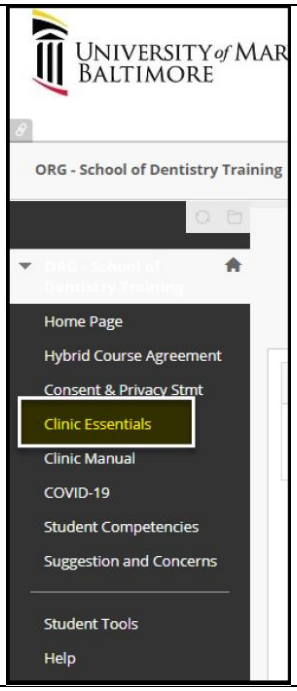
| 6. | Next, click on '**Clinic Essentials**' in the left navigation menu. |  |
| 7. | **PLEASE** read and follow all instructions carefully. There are **ONE-TIME assessments** and **Annual Assessments** that all Dean's Faculty must complete **upon arrival** at UMSOD. | |
| | All new Dean's Faculty members, click the **ONE-TIME ASSESSMENTS** folder.<br> **ONE-TIME ASSESSMENTS (Must be completed upon arrival at UMSOD)**<br>**ALL INCOMING FACULTY, STAFF, & STUDENTS**<br>**MUST ENTER THIS MODULE UPON ARRIVAL AT UMSOD.** | |
| 8. | ***NOTE: The ANNUAL ASSESSMENTS are also required of all Dean's Faculty members each year. Please follow the FACULTY folder instructions according to your job title.** | |
| | All Dean's Faculty members (new and returning) click the **FACULTY ONLY** folder to take the annual assessments.<br> **Annual Blackboard requirements**<br>**FACULTY ONLY:**<br>**These assessments must be taken ANNUALLY.**<br>• **ERVA** - **E**mergency **R**esponse **V**ideo and **A**ssessment<br>• **HIPAA** - **H**ealth **I**nsurance **P**ortability and **A**ccountability **A**ct<br>• **BBP** - **B**lood **B**orne **P**athogens Training and Assessment<br>• **SODA/F** - **S**tart **O**f **D**ay Video and **A**ssessment<br>◦ **PLEASE NOTE: UMOMSA FACULTY DO NOT NEED TO TAKE THIS ASSESSMENT!**<br>• **AIT** - **A**dverse **I**ncident **T**raining and Assessment | |

Thank you,
SOD Help Desk
For questions, contact sodhelp@umaryland.edu