

# ONLINE INDUCTION INSTRUCTIONS

---

Our Online Induction Quiz is conducted through your Swinburne Blackboard. We have introduced this induction to make sure that all volunteers are aware of their volunteer rights and expectations; occupational health and safety issues; and are aware of the awesome rewards and benefits available to all volunteers!

The Online Induction consists of a few brief slides, followed by a questionnaire. Only students who pass the questionnaire (by scoring 90% or higher) will be eligible to volunteer with the Leadership and Volunteering Program – but don't stress, it is a pretty simple test and just covers the basics that you need to know before you start volunteering.

1. We will need to grant each student access to the Leadership and Volunteering group on Blackboard individually. To request access to the Induction, please email [volunteer@swin.edu.au](mailto:volunteer@swin.edu.au) and provide us your Full Name and Student ID Number.
2. Log on to your Student Blackboard.
3. Click on **Leadership and Volunteering Program** under 'My Organisations'.
4. Click on **L&V Online Induction** under the left-hand taskbar.
5. Click and read the file **Online Induction Information – Read this before completing the test!** There is no time limit for reading this information pack, please read it at your own pace and feel free to take notes.
6. When you are ready, go back to the main **L&V Online Induction** page and click on the link **Online Induction Quiz 2017**.
7. Click **Begin** and complete the quiz. Some questions are multiple choice and may have more than one correct answer, please select all answers that you think are correct. You can save your progress in this quiz and return to the **Online Induction Information – Read this before completing the test** document at any time.
8. Once you have answered all questions, click **Save and Submit**. You will be directed to a page with your submission details.
9. Click **OK** to see your results page.

A score of 90% or higher means that you have passed the Online Induction Quiz and you will receive 3 hours automatically. If you score below 90% you will need to re-sit the quiz.

Passing this Online Induction Quiz is a crucial step to being eligible to participate in volunteering opportunities provided by the Leadership and Volunteering Program. All volunteers will be required to have a valid FREE Volunteer Working with Children Check. Students who do not meet these two criteria will not be able to participate in voluntary roles. If you have any questions about this process please email [volunteer@swin.edu.au](mailto:volunteer@swin.edu.au).

