How to Access COI Training in Temple's Blackboard System

To complete the required Conflict of Interest (COI) training and quiz, you will need to log into the TU Portal/Blackboard using your Temple AccessNet ID and password (the same password for Temple user applications).
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**STEP 1: Log into the TU Portal**
You can access the training on blackboard by logging to TU Portal at [https://tuportal.temple.edu](https://tuportal.temple.edu)

**STEP 2: Access Blackboard**
Under the TU Applications section **click on the Blackboard link** located on the left panel menu of the screen.

A. If you have already enrolled the “Conflict of Interest Training” course, you will go to My Courses > Click on the “Conflict of Interest Training” link to access the training materials. Please skip the steps below and go to STEP 4.

B.1 In the Browse Course Catalog screen enter "Conflict of Interest" in the search field and click the Go button.

B. If you have never registered for the “Conflict of Interest Training” course before, you will go to Tools > Bb Course Catalog to enroll in the course.

B.1 In the Browse Course Catalog screen enter "Conflict of Interest" in the search field and click the Go button.
B.2 The Conflict of Interest Course will now appear on the screen.

![Course Catalog Image]

Pursuant to Public Health Service Regulations (42 C.F.R. Part 50, Subpart F), all investigators must complete conflict of interest training before engaging in funded research. Temple University requires that investigators submitting grant applications and or receiving NIH funding complete the conflict of interest training. Training is required every four years. "Any University employee or faculty member, regardless of title or position, who has the ability to make independent decisions related to the design, conduct or reporting of NIH funded research or proposed for such funding,"
STEP 3: How to Enroll Using Course ID

- Hover the mouse arrow over the course number, under the Course ID tab. You will see a circle with a "v". Click on that circle which will open a menu and allow you to enroll in the course.

- You will click on Submit to enroll in the course.

- You will see the screen below once you have successfully enrolled in the course. Click on OK to continue.
STEP 4: Temple University COI Training documents & Quiz (Revised 2016)

In order to complete the Temple University COI Training, you will need to:

- Review the Training document
- Take the Quiz

A. If you are faculty and employees of any Temple University school or college excluding the Lewis Katz School of Medicine, Temple University Health System (TUHS) or Shriners Hospitals Pediatric Research Center you will click on the “Temple University COI Training” link to take the training and quiz.
B. Faculty members and employees of Lewis Katz School of Medicine, TUHS and Shriners Hospitals Pediatric Research Center will click on the “LKSOM COI Training” link to take the training and quiz.

Note: After you have finished the training and quiz, the completion date will automatically be entered into the Electronic Research Administration (ERA) database.
STEP 5: How to Take Quiz and Review Results and Score

The COI quiz allows multiple attempts and you can save the quiz at any time and resume it later for submission.

A. Once you have begun the quiz, complete all 10 questions and be sure to press “Save and Submit” at the end.

B. Once the test has been saved and submitted, you will be able to see the date and time stamps and click OK to review results.

C. Results are displayed in the format of All Answers, Submitted Answers, Correct Answers, and Feedback. Once you are done with your review, you can click on OK to exit this page.
D. To resubmit the quiz, first choose the appropriate training quiz (e.g. LKSOM PHS COI Training Quiz or Temple University COI Training Quiz) and then click on Begin.

E. The following three options will appear for you to choose.

- Back to Course: this allows you to go back to the COI training course.
- Start new Submission: this allows you to submit another attempt.
- View All Attempts: this allows you to view all of your quiz attempts along with the calculated grade and full results. Click on OK once you are done with review on this page.
Questions

For any questions, please contact:

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