How to Enroll in Safety Courses Using Blackboard

- 1. Login to Blackboard by going to https://blackboard.uthsc.edu/.
- 2. Click on the **Courses** Tab on the top left.

HEALTH SCIENCE CENTER Blackboard My Blackboard Courses		
My Announcements	News & Updates	
Wireless Printing for Students No Course or Organization Announcements have been posted in the last 7 days. more announcements→	Blackboar Term Cour November 3, 2017 through Student Access Dates (outlined below	d S se I
Tools Announcements	Faculty gain access to course shells and can begin to prepare Spring 2018 courses. There are two options for course creation: 1. Copy previously taught course content 2. Develop new course content	T
Calendar Tasks	Students gain acces Faculty can chang	s to j e th
My Grades Send Email	Dentistry	Medic

3. Under the **Course Search** on the top left side of the window, type in a keyword or the name of the safety training you are looking for. For example, **Controlled Substances** and click **Go**.

My Blackboard Courses			
Course Search	Course List	Course Catalog	Provins Course Catalog
	Wy Blackboard	Wy Blackboard Course Search Controlled substance Columna List	Course Search Course List Course Catalog Course Subsarce Oo

4. On the results page, a chevron will appear when you hover over the name of the course ID. Click on the chevron on the left hand side of the page.

HEALTH SCIENCE CENTER Blackboard				
My Blackboard Courses				
Course Catalog				
Browse Course Ca	alog	* * * * * * * * * * * * * * * * * * *		
Search Catalog Course Name	Contains controlled substance	AND Creation Date Before V		
Browse Terms Select a term to see only courses be unspecified term Go	onging to that term			
Course ID 🛆	Course Name			
ORS-CSHR 📀	Controlled Substance Handling in Research			

5. A drop-down box will appear. Select enroll.

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Course Catalog			
Browse	Course Catal	log	
Search Cata	log Course Name	Contains Controlled substance	ŀ
Browse Term Select a term unspecified te	s to see only courses belong erm− ▼ Go	ging to that term	
Course ID 🛆		Cot se Name	
ORS-CSHR	Enroll	Conrolled Substance Handling in Research	

6. The Self Enrollment screen will appear to confirm your enrollment in the course. Click Sumbit. The **Use of Biological Safety Cabinets** course will now be listed under your list of courses.

Self Enrolime	ent			
Instructor:	SE: CONTROLLED SUBSTANCE HANDLING IN RI	SEARCH (ORS-CSHR)		
Description:				
Categories:	Education: Higher Education			
Click Submit to proceed. Click Cancel to go back.		Cancel Submit		

7. The course in which you are trying to enroll will now be listed under your list of courses.

R	HEALTH SCIENCE CENTER My Blackboard	Blackboard Courses	

+ + +	Course Sear	ch	Course List
		Go	Courses where you are: Course Director/Instructor
• • •			 ORS-BPT: Bloodborne Pathogens Training Course Director/Instructor: Timothy Barton; Kristin Howard;
+ + +			ORS-CSHR: Controlled Substance Handling in Research Course Director/Instructor: Timothy Barton; Kristin Howard;
+ + + + + + + + + + + + + + + + + + + +			ORS-LST: Laboratory Safety Training Course Director/Instructor: Timothy Barton; Kristin Howard;
* *			ORS-RT: N95 Respirator Training Course Director/Instructor: Timothy Barton; Kristin Howard;
+ + +			ORS-PAPRT: Powered Air Purifying Respirator (PAPR) Training Course Director/Instructor: Timothy Barton; Kristin Howard;
* * *			ORS-PB: Principles of Biosafety (BSL2) Course Director/Instructor: Timothy Barton; Kristin Howard;
+ + +			BSC: Use of Biological Safety Cabinets Course Director/Instructor: Timothy Barton; Kristin Howard;
*			Courses where you are: Student
* * * *			SANS2017R: 2017-18 Information Security Training Refresher Course Director/Instructor: Mary Madeksho;
+++			Course Director/Instructor: Mary Madeksho;

8. Your internet browser will need to play Flash to view the content. Flash is now disabled by default on Mozilla Firefox and Google Chrome. To enable Flash on Google Chrome or Mozilla Firefox follow these instructions

On Google Chrome:

- 1. To the left of the web address, click Lock $\stackrel{\circ}{=}$ or Info 0.
- 2. Click on site settings.
- 3. Find Flash 🔛 under the list
- 4. To the right of "Flash" choose 'Always allow on this site'.
- 5. Reload the page.

On Mozilla Firefox: Follow instructions on this page <u>https://support.mozilla.org/en-US/kb/why-do-i-have-click-activate-plugins?as=u&utm_source=inproduct</u>