

BLACKBOARD INSTRUCTIONS TO ACCESS EEO AND BLOOD/AIR BORNE PATHOGENS COURSES

STUDENT REGISTRATION:

LFRD Training Coordinators must send the student's Personal Data Sheet to the Registrar before you can receive credit for the course.

1. Contact Captain Bartlett (Command Competency Coordinator) at Chuck.Bartlett@montgomerycountymd.gov.
2. Provide your name, LFRD, Fire Department ID number and a password.
3. Retain your Fire Department ID, which is your user name, and your password.
4. The Command Competency Coordinator will register you, send an E-mail confirming your registration and provide you with a PDF file with log-in procedures.
5. If you are already registered in Blackboard through another institution, submit your Fire Department ID, your current password and the Command Competency Coordinator will "Enroll" you in the course.

COURSE LOGIN:

Once you are registered on Blackboard (you received an E-mail with this attachment);

1. Go to <http://coursesites.blackboard.com> which will give you Blackboard's Welcome to CourseSites®.
2. In the "login here" box enter your Fire Department ID in the username space and your password in the password space.
3. Once you have logged in you should see a box titled "My Courses". Click on Montgomery County Fire and Rescue EEO and the Law or Blood/Air Borne Pathogens.
4. This will take you to the Announcements page. Follow the instructions to continue with the course. The course material can be found by clicking on the "Course Documents" tab. The course material is a Power Point document. Each section can be opened by left clicking on the lower heading that ends in ppt. This will display the pointing finger when the mouse pointer rests on it. You can move from page to page by left clicking the mouse. You must mark each item in the "Course Documents" section as reviewed. **If you do not check the "Mark Reviewed" button, you will not be able to view the next course item.**
5. The test is in the "Assignments" section of EEO and the Law.
6. Once you have reviewed the material and taken the test you can log out of the course by clicking on the X box in the upper right hand corner and then logging out.
7. The course can be halted at anytime. You may return at your convenience. If you must stop while taking the test, make sure you save your answers before leaving.
8. When you have completed the course and test, contact Captain Bartlett via E-mail advising him of each course completion, your grade and ID number. Your information will be verified and then forwarded to the Registrar. Credit will be given only after the Personal Data Sheet is received from your Training Coordinator.

Remember to do your own work. Because this is an electronic course your visit to the course site can be reviewed.