

BLACKBOARD COURSE ENROLLMENT PROCEDURES

The following steps may be used to locate and enroll in courses hosted on the Enterprise Lifelong Learning Center (ELLC) Blackboard (Bb) Learning Management System (LMS).

1. Open Web Browser.
2. Copy and paste this url into the address bar: <https://avnctr.llc.army.mil>
3. Log in with Common Access Card (CAC).
4. Once you are logged in, the screen should look something like figure 1 below. The available tabs on the Aviation Homepage for you may look different, as your access level is less than the user example shown.



Figure 1 – Aviation Blackboard (Bb) Homepage

5. Along the top of the homepage (see Yellow block below), select “Courses”.

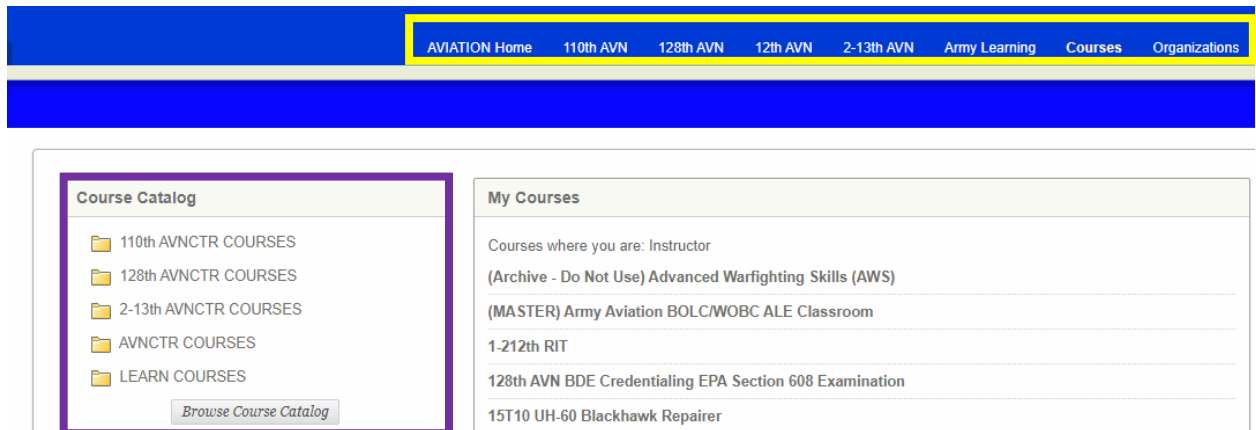


Figure 2 – Aviation “Courses” Tab

6. While your page looks a little different, look over your page and locate the header for “Course Catalog” as shown outlined in purple in figure 2 above. Select “Browse Course Catalog”.
7. Your screen should now show Figure 3 below.

Browse Course Catalog

Course

AND Creation Date

Browse Categories
Select a category to see only courses belonging to that category

Browse Terms
Select a term to see only courses belonging to that term

Figure 3 – Course Catalog Search Screen

8. Using the “Risk Management Safety Course” as an example, Search for a course name (in Red), contains (Gold), type in Safety (Blue) and select enter on keyboard or “GO” (Green).

Course

AND Creation Date

Figure 4 – Search Field Completed

9. Search results should look like figure 5 below.






Course ID 	Course Name
011_4-25-HHC-BDE-SAFETY_2021_000_00_N 	4/25 HHC BDE Safety
011_Risk-Management-Safety-Course_2024_000_00_N 	Risk Management Safety Course

Figure 5 – Search Results

10. Identify the grey chevron at the end of the Course ID (Gold) as shown above.

11. Clicking on the Chevron, will open the option to enroll. See figure 6.

011_Risk-Management-Safety-Course_2024_000_00_N 	Risk Management Safety Course
964_CA_SAFETY_2020_001_01_N 	




Figure 6 – Self Enrollment trigger

12. Selecting the “Enroll” trigger will bring up figure 7. Select either of the Submit buttons (Brown box).

BLACKBOARD COURSE ENROLLMENT PROCEDURES

Self Enrollment

ENROLL IN COURSE: RISK MANAGEMENT SAFETY COURSE (011_RISK-MANAGEMENT-SAFETY-COURSE_2024_000_00_N)

Instructor: Mark Frye, Marcus Henley
Description:
Categories: Education/Higher Education

Click **Submit** to proceed.

Cancel Submit

Figure 7 – Self Enrollment Screen

13. After “Submit” is selected, you will receive verification of enrollment, see figure 8. Select “OK” in lower right corner.

Self Enrollment

Success: mark.a.frye enrolled in Risk Management Safety Course (011_Risk-Management-Safety-Course_2024_000_00_N). Select **OK** to continue to the course.
Monday, February 12, 2024 12:27:26 PM EST

OK

Figure 8 – Enrollment Verification

14. Selection of “OK” with a successfully enrollment, blackboard will:

- 1) Enroll the user in the course.
- 2) Open the course content area.
- 3) Add the course under the users Homepage under the “My Courses” header for later access.

15. When the Risk Management Safety Course is open, you will initially enter at the “Announcements” page. See figure 9.



Risk Management Safety Course



Announcements

Figure 9 – Risk Management Safety Course – Homepage

16. To access training materials, select “Lessons” on the Main Menu. See figure 10.

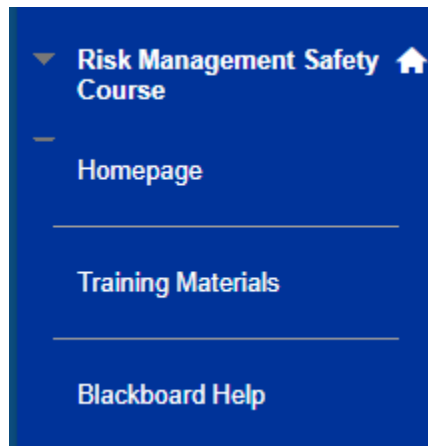


Figure 10 – Main Menu

17. For any issues with Blackboard, users can select the “Blackboard Help” tab on the Main Menu for point of contact information.