

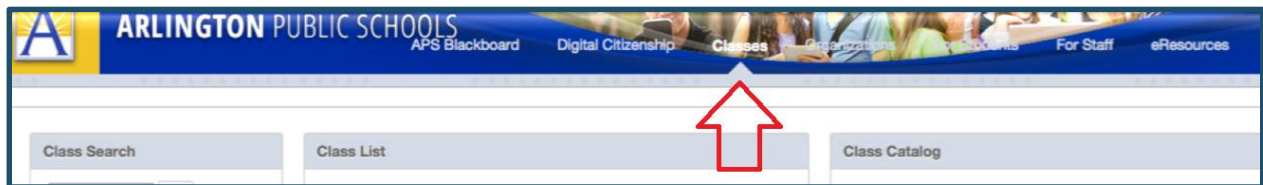
# Blackboard 9.1 – Directions for Self-Enrolling

Every person seeking initial licensure or renewal of a license must provide evidence of completion of certification or training in Emergency first aid, Cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED). APS has prepared a two-part course to meet this licensure requirement.

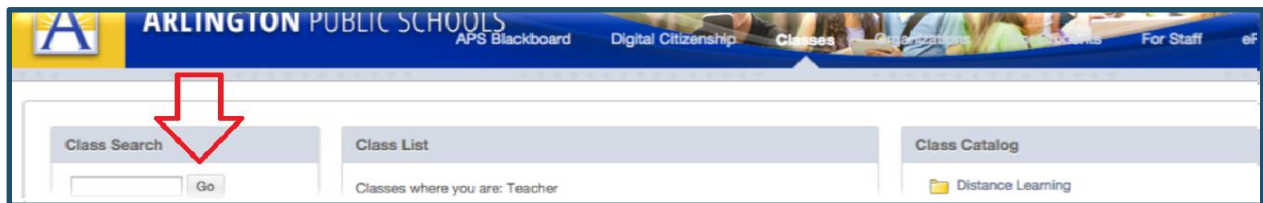
Part I involves an online learning module, available on Blackboard, and it is a **prerequisite** for Part II – In person skills session. You must bring proof of completing the online portion (part I) to be admitted to the skills session. Individuals seeking certification to meet licensure requirements must complete both Part I and Part II of the training. Certification will be issued by ECSI. Allow approximately 4-5 hours to complete the online portion of the course. You can pause and return as needed to complete the entire course.

The hands-on sessions are in ERO under Human Resources with the course name, Hands On FA/CPR/AED Certification Training - Part II. The course number is **HUM33001**.

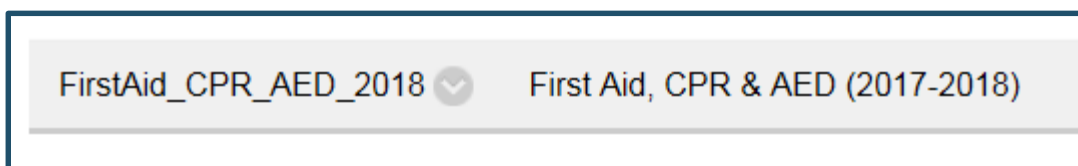
1. Log in to APS Blackboard: <https://apsva.blackboard.com>.
2. If you have never logged in to Blackboard, your USERNAME matches your network username; typically this is “firstname.lastname”. If you do not remember your PASSWORD, contact [2847@apsva.us](mailto:2847@apsva.us) to have your password reset.
3. Once logged in, click on the Classes Tab at the top of the screen:



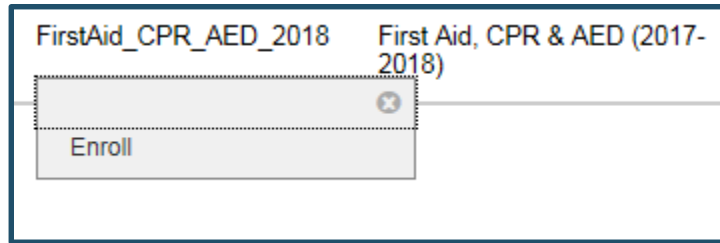
4. In the Class Search box, type in a key word. For example, search ‘CPR’. Then, click **Go**.



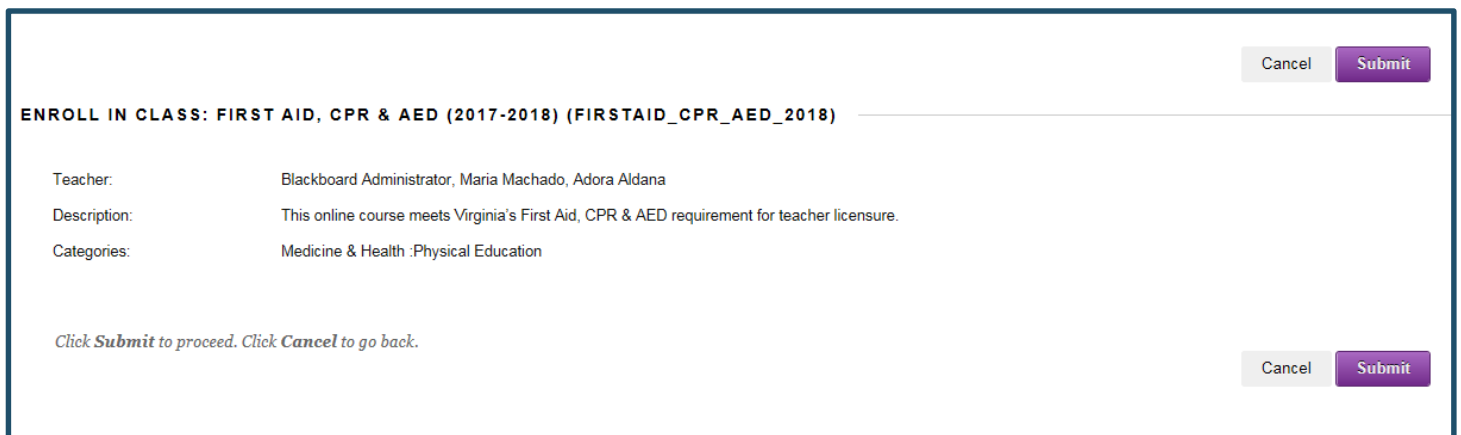
5. A few courses will appear in the list, including: **FirstAid\_CPR\_AED\_2018**



6. Look at the Class IDs and Class Names carefully and make sure you are enrolling for the correct year's course. Click on the chevron (down arrow), under or next to the Class ID, and the **Enroll** option will appear. Click on **Enroll**.



7. A self-enrollment screen will appear with the name of the class that was selected. Click **Submit**.

A screenshot of a self-enrollment screen. At the top right, there are 'Cancel' and 'Submit' buttons. The main heading is 'ENROLL IN CLASS: FIRST AID, CPR & AED (2017-2018) (FIRSTAID\_CPR\_AED\_2018)'. Below this, there are three rows of information: 'Teacher: Blackboard Administrator, Maria Machado, Adora Aldana', 'Description: This online course meets Virginia's First Aid, CPR & AED requirement for teacher licensure.', and 'Categories: Medicine & Health :Physical Education'. At the bottom left, there is a note: 'Click Submit to proceed. Click Cancel to go back.' At the bottom right, there are 'Cancel' and 'Submit' buttons.

8. A message will appear: **Action Successful:** Enrollment in Class with the name of the class that was selected. Click OK.



9. The class will now appear in your list of **My Classes** under **Classes where you are: Student**
10. Remember to print your certificate and enroll in Part II, the hands-on skill session in ERO.

## QUESTIONS?

- If you experience technical difficulties, check with your ITC or contact [2847@apsva.us](mailto:2847@apsva.us).
- If your test(s) do not appear, please go back and make sure you clicked **Mark Reviewed** for the items requiring it in all modules. If you still need help, please contact Hildi Pardo at [hildi.pardo@apsva.us](mailto:hildi.pardo@apsva.us).
- If you have questions about the course requirements, contact Adora Aldana at [adora.aldana@apsva.us](mailto:adora.aldana@apsva.us).