Registering And Enrolling in An eLearning Course In Blackboard

To keep from cluttering your “My Courses” list in Blackboard and giving access to only those employees who want access to specific eLearning courses, we have developed a two-step process for accessing the online courses you wish to access:

1. **Register** for the course in *Training, Seminars, (and) Workshops* (TSW) through Pipeline. Then,
2. **Enroll** in the course in Blackboard

Two things happen when you register for an eLearning course in TSW:

- **Registering** in TSW gets the course added to your WSU Employee’s Training History.
- You are given the Access Code to use when you are **enrolling** in the course in Blackboard.

**Registering for the Course Through TSW**

1. Log into Pipeline.

2. Click the Employee tab.

3. Click the **TSW** icon near the left side of the screen.
4. Scroll down the page to locate the course you want to register in.

5. Click the course name. Example “I-9 Online Certification Program.” The registration screen displays.

6. Click the Sign Up button next to the Online Learning session.

7. Enter your Manager’s or Supervisor’s Access ID and click the “Yes! Sign Me Up” button in the center of the page.

8. When the page refreshes, the Confirmation screen is displayed.

**NOTE:** You will also receive an automated email from OED@wayne.edu which contains the same information as the Confirmation screen.
9. On the **Confirmation** screen, located in the body of the message is an **Access Code**. This Access Code will also be emailed to you with the confirmation email.

   You will use the Access Code in the next steps.

**Enrolling in the Course in Blackboard**

You will only enroll in the course **ONE** time. Once you are successfully enrolled in the course, the course will always display in your **My Courses** list, and you can discard the access code. Follow these steps to enroll in the course:

1. Log into Blackboard.

2. On your **My Blackboard** tab, click the **Course List** tab.
3. Looking under the Course Catalog column, scroll down until you see a folder labeled, Organization & Employee Development. Click the folder name (link).

4. When the page refreshes, look for the name of your course in the center column, Course Name.

5. Once you locate the course name, follow to the left until you find the Course ID for your eCourse, e.g. OED_HR13_PERM (Course Id for Web Time Entry).

6. Click the button with two down-pointing arrows (double chevron). A pop-up list will appear with the option “Enroll.” Click the Enroll link.

7. The page will refresh, and you will see a text box to the right of the heading, Access Code. Click in the box and enter the access code you received from your confirmation screen in TSW or the confirming email that was sent to you.
8. Click the **Submit** button.

9. When the page refreshes, you will see an **Action Successful** message acknowledging your access to the eCourse.

**Opening The Course In Blackboard**

To view the course, follow these steps:

1. Click the **My Blackboard** tab located near the upper-left hand corner of the window.

2. Under **My Courses** located on the right-hand side of the window, you will see the name of the course you just enrolled in. Click the name of the course to open it.