

OFTC BLACKBOARD ORIENTATION FOR STUDENTS COURSE

Self-Enroll and Navigation Instructions

1. Log in to **Blackboard** as you normally do.
2. Click the **Institution Page** link on the left navigation pane.
3. Under Student Tools, click the **Blackboard Orientation for Students** link.
 - a. This initial clicking on the course link will enroll you in the course.
4. After enrolling in the course (Step 3), you will click **Organizations** on the left navigation pane each time thereafter to access the course.
5. Once inside the course, click the **Start Here** module to begin the course.
6. After successfully completing the course, request a completion certificate (last module in the course).

