Quick Guide

Blackboard Learning Management System

How to Enroll into a Course

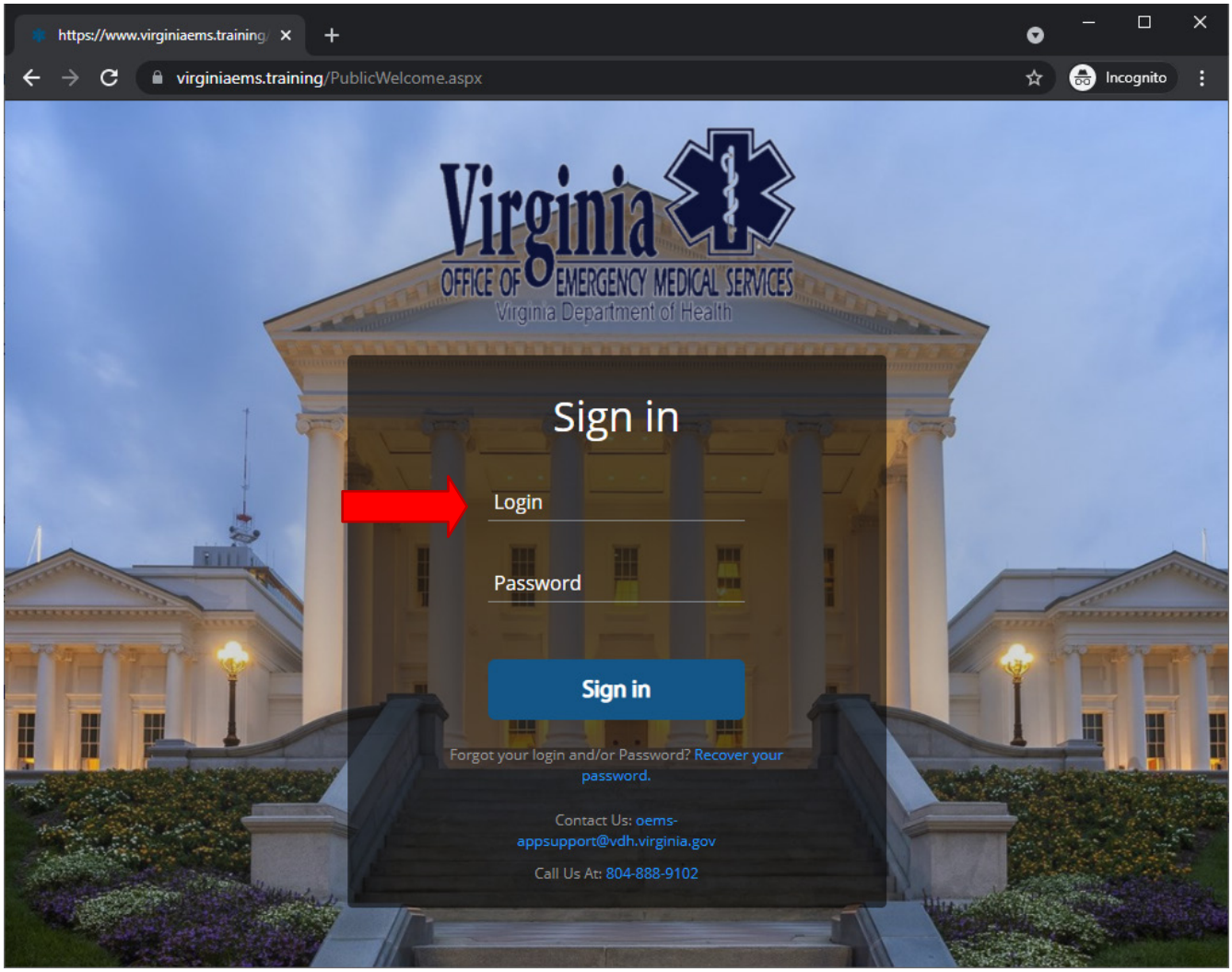
Virginia Office of Emergency Medical Services | vdh.virginia.gov/emergency-medical-services/

Blackboard: How to Enroll into a Course

This guide will step you through the process of enrolling into a course you want to take.

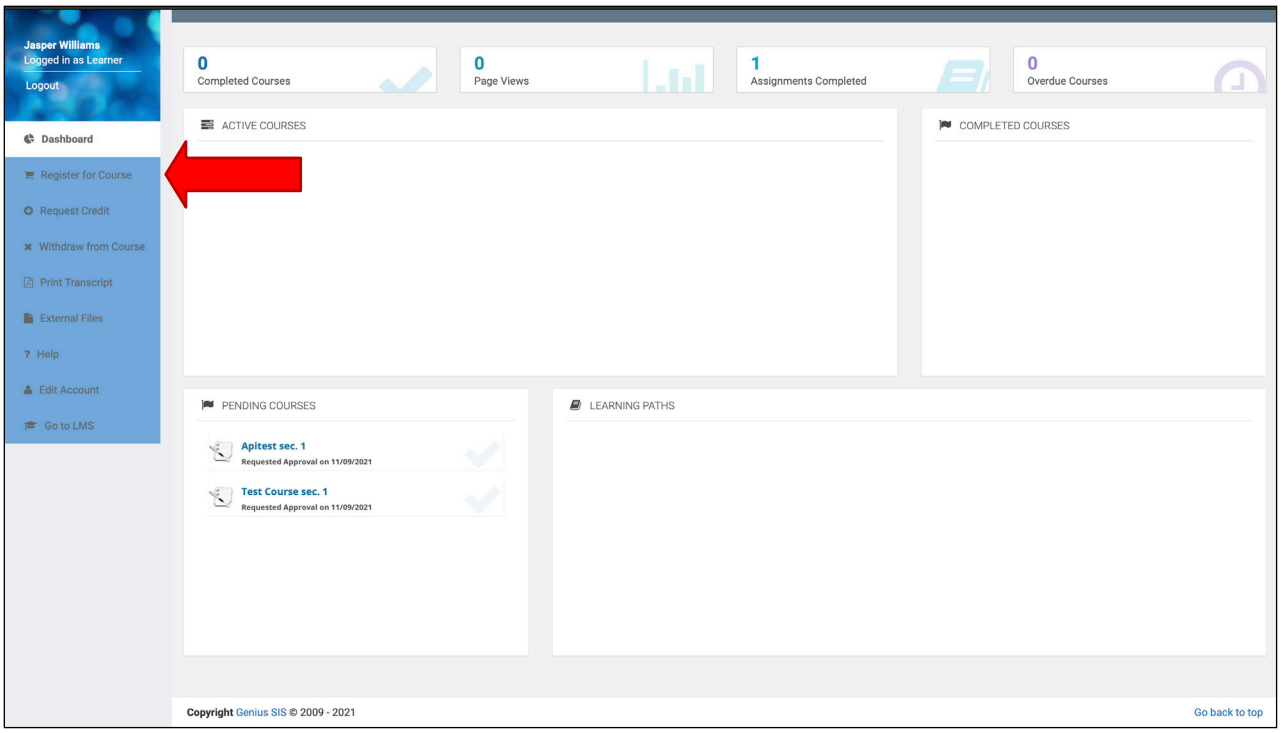
Step 1: Accessing Your Account on Blackboard

1. In order to enroll into a course, you will first need to log into your Blackboard account. Open your web browser and type the following URL into the address bar: https://www.virginiaems.training/

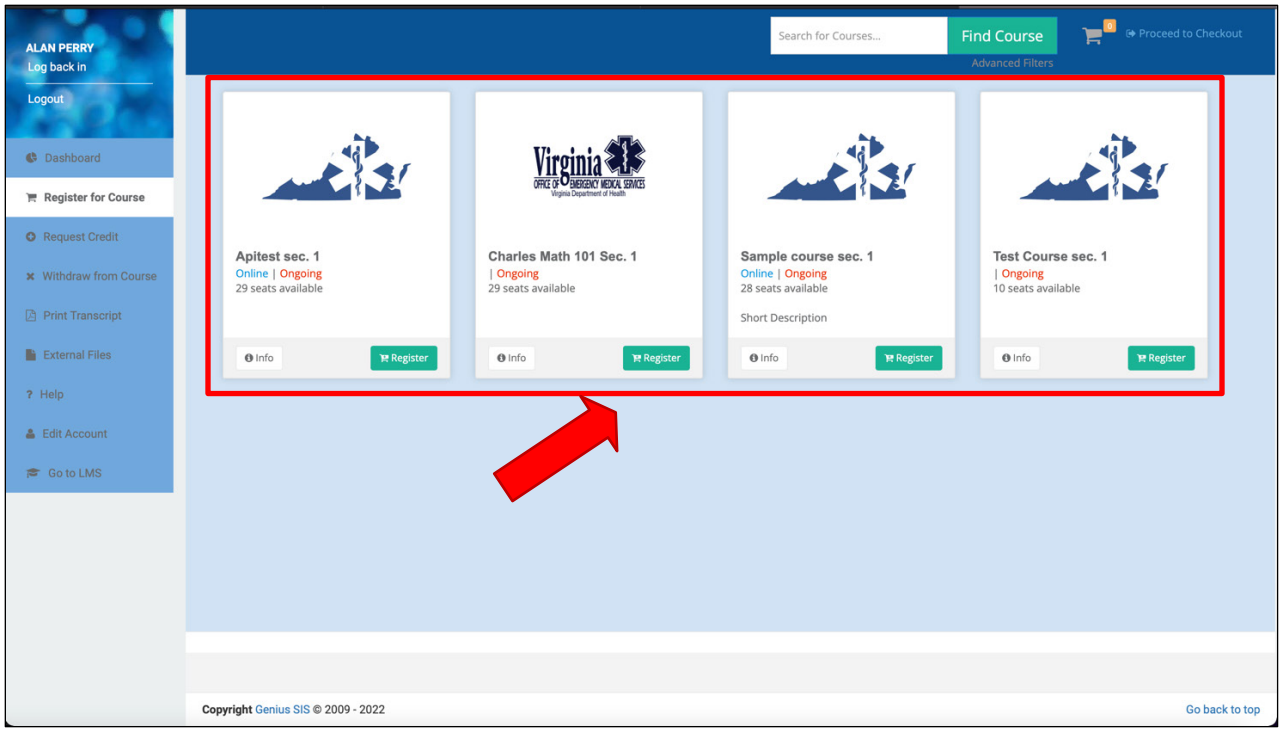


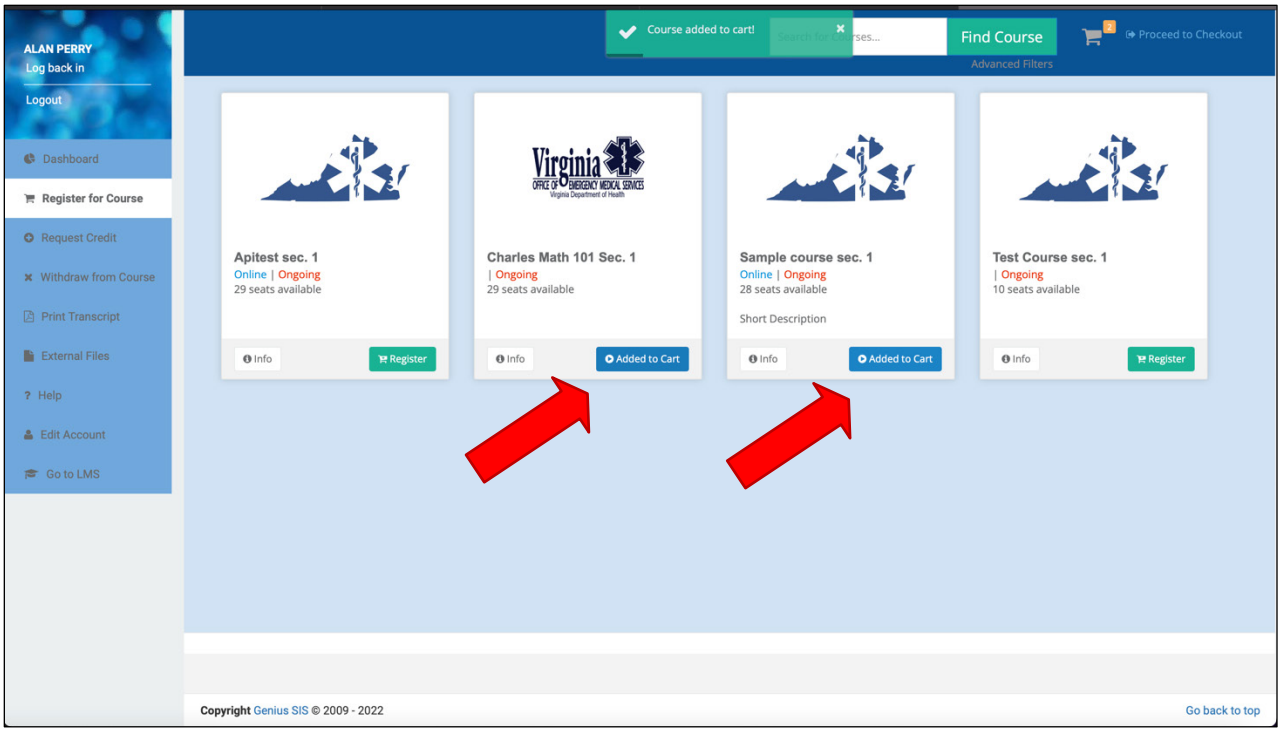
Step 2: Locating the "Register for Course" Menu in Genius

1. When logged in you will see on the left-hand side various menus for you to navigate through your Genius Dashboard. Click the **"Register for Course"** button.

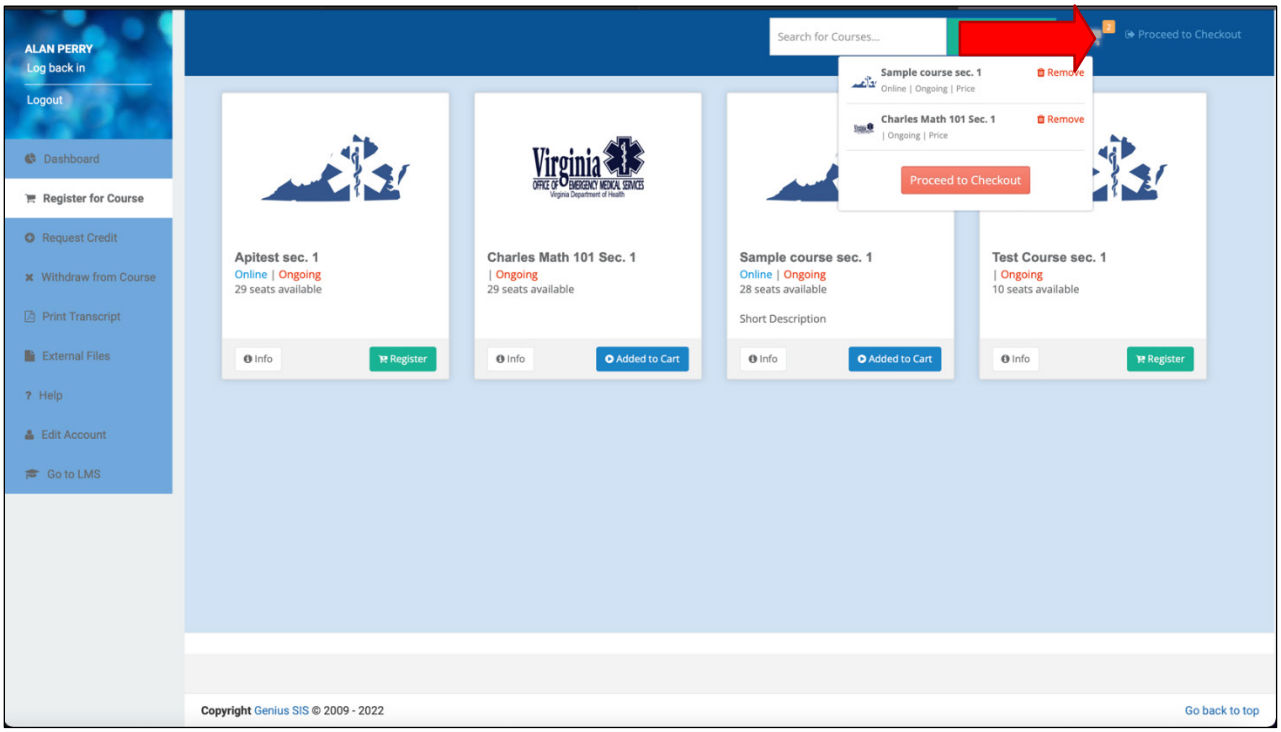


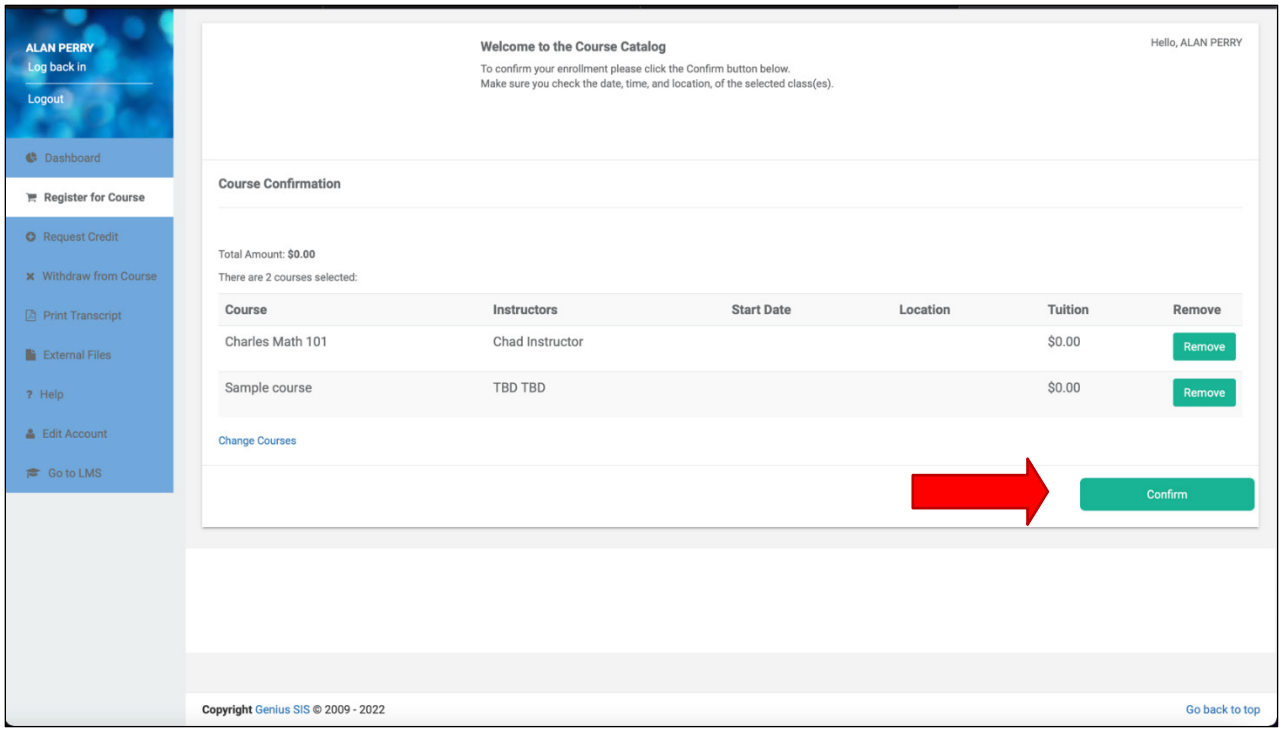
2. After clicking the ***Register for Course*** menu, you will be greeted with a catalog of currently available courses. Find the course that you wish to enroll in and click the ***Register*** icon. After you've selected the course or courses you are interested in taking, you'll see they are marked as having been placed in your cart (second image).



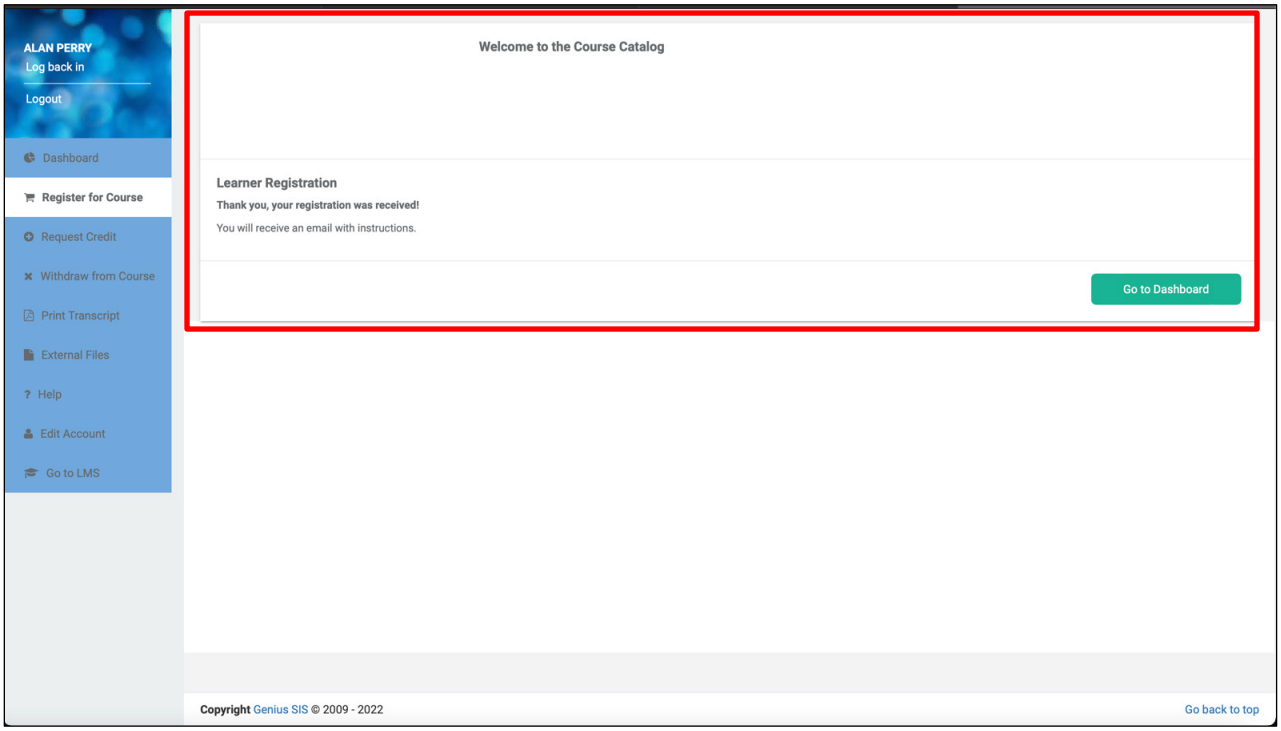


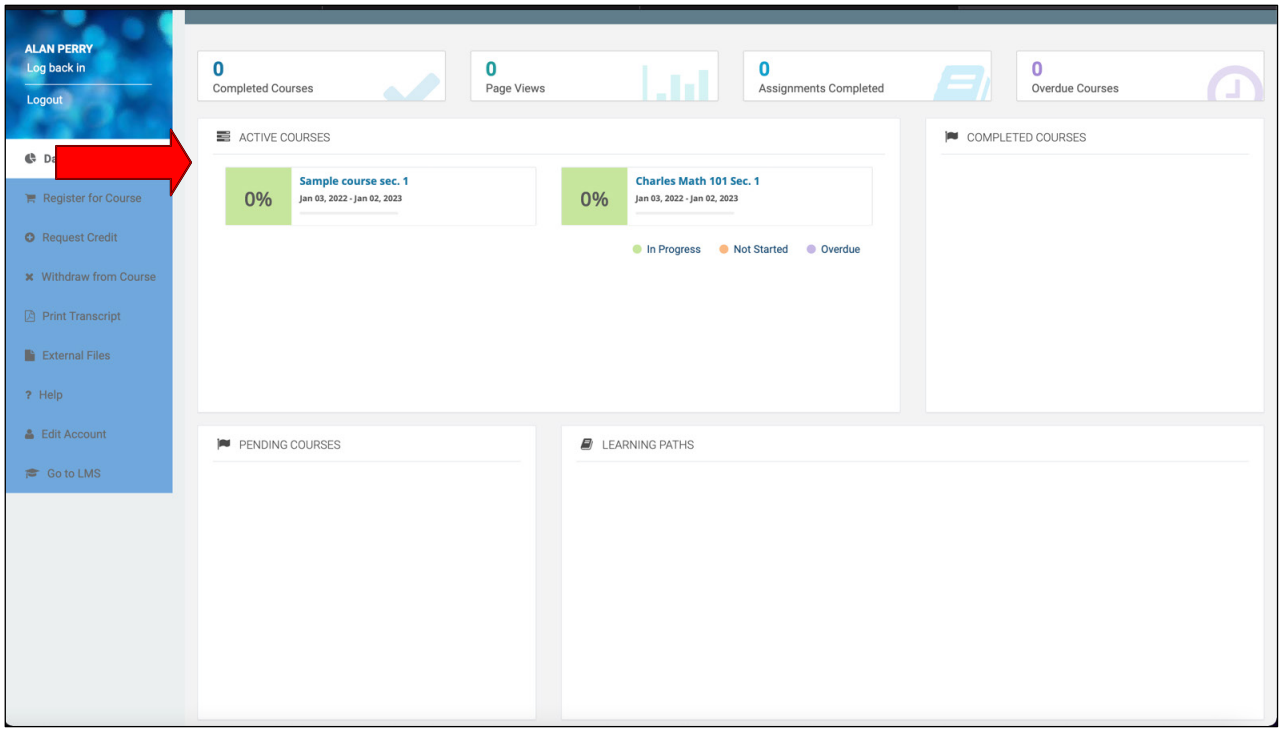
3. Select the Cart and Click the ***"Proceed to Checkout"*** button and it will guide you through the check-out process. Make sure the items in your cart are correct before you ***Confirm***.





4. After confirming your courses in your cart, you will be greeted by message saying that "Registration was Received". You are now enrolled into your course(s), they will show up on your Genius Dashboard under *Active Courses* (second image) and will now be available to you in the Blackboard LMS.




ALAN PERRY
Log back in
Logout
Register for Course
Request Credit
Withdraw from Course
Print Transcript
External Files
Help
Edit Account
Go to LMS
0
Completed Courses
0
Page Views
0
Assignments Completed
0
Overdue Courses
ACTIVE COURSES
0%
Sample course sec. 1
Jan 03, 2022 - Jan 02, 2023
0%
Charles Math 101 Sec. 1
Jan 03, 2022 - Jan 02, 2023
In Progress
Not Started
Overdue
COMPLETED COURSES
PENDING COURSES
LEARNING PATHS