

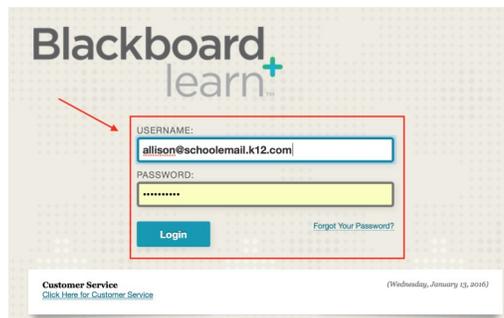
BlackBoard User Guide

Welcome to Blackboard!

To log-in: <http://e-inteam.blackboard.com>

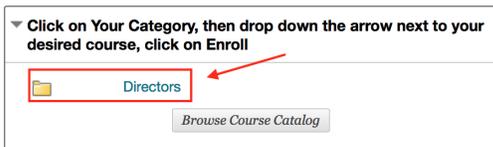
Username: Your Personal / School Email

Password: inteam1234

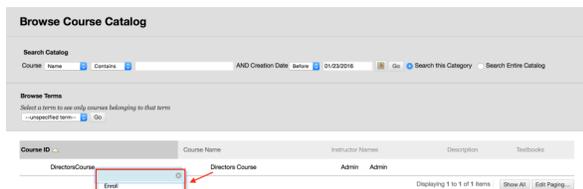


To Enroll in Courses:

- At the center of your homepage, click on the desired category:



- Click on the arrow by the Course ID, then click [Enroll] from the drop down menu



- Click [Submit]



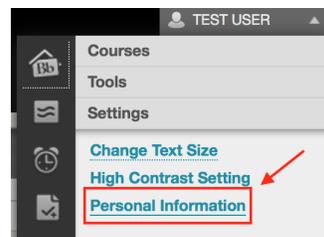
- Click [Ok]



Need Help? Click the Help button to Chat Live or to Submit a Request!



- Hint:** You may change your password by clicking on your name at the Top Right Corner of the screen. Click: [Settings] → [Personal Information] → [Change Password]



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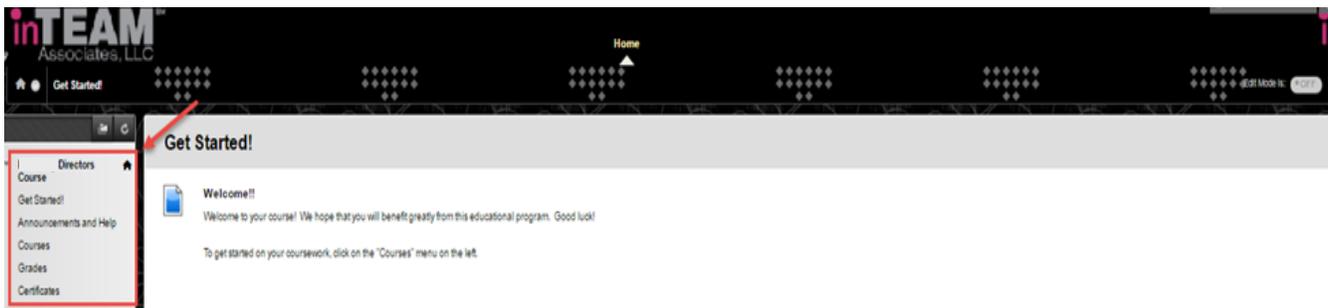
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inTEAMSM
Associates, LLC

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To Access your Courses:

- Click [Home]
- Click the Course you would like the access under “My Courses”



- **To Access Personal Information-** click on your name on the top right corner of your screen.
- **To Log Out-** click on the [Power] button on the top right corner of your screen, next to your name.

The hyperlinks on the left side of the screen will help you navigate through your course.

- **Get Started!**- The “Home” page.
- **Announcements and Help**– Will display and new announcements about courses available to you. This page will also guide you to the Help Center where you can Submit a Request or Live Chat with any questions you may have.
- **Courses**– All of the courses available will be under this hyperlink.
- **Grades**– This area displays your progress and results. Courses showing [In Progress], will have a clock by the Result Column, while courses that have been completed will show a grade. A Weighted Total and Total Amount will also be displayed. This shows how well you are doing overall in all the courses you have completed.
- **Certificates**— This area will display all of the Course Certificates available to a user. Users can view the Certificates that they have earned, or the certificates that they have not earned yet.

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Example Screenshots:

- Grades—

My Results		
All	Evaluated	Upcoming
		Submitted
		Order by: Course Order
ITEM	LAST ACTIVITY	RESULT
Weighted Total View Description Evaluation Criteria		-
Total View Description Evaluation Criteria		80.00 /100
Applications for Managers Post-Test View Description	UPCOMING	- /100
Applications for Managers SCORM/AICC View Description	UPCOMING	- /100
Civil Rights Training 2014 eLearning Course_12.17 SCORM/AICC View Description	UPCOMING	- /100
Applications for Managers SCORM/AICC View Description	In Progress	Jan 13, 2016 10:54 AM UPCOMING
Applications for Managers Post-Test SCORM/AICC View Description	Completed	Jan 13, 2016 11:00 AM EVALUATED

- Certificates—