

# **Creating a Blackboard Account, Enrolling/Unenrolling onto, and Accessing Courses**

**For Yorkshire & Humber Dentists in Training.**



## Creating a Blackboard Account, Enrolling/Unenrolling onto, and Accessing Courses

Blackboard is a Virtual Learning Environment that is used in NHSE to deliver training and give access to learning materials.

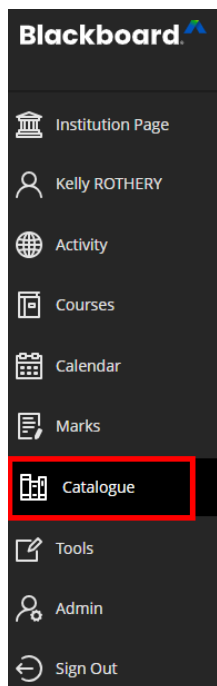
This guide will teach you how to:

1. How to create an account
2. How to enrol onto courses
3. How to access courses that you are enrolled onto
4. Unenrolling from courses

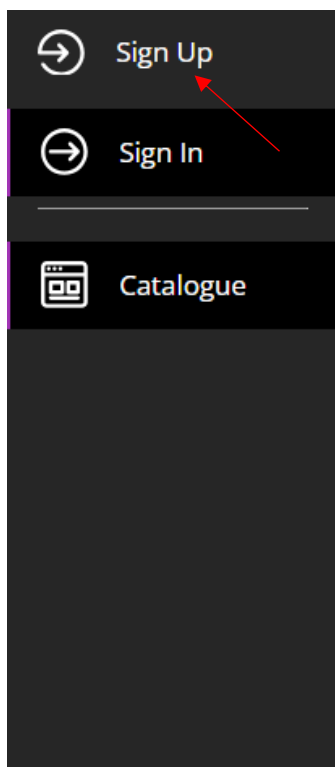
### Creating your account

To access BlackBoard 2.0 (referred to as TDM v2) please log in using our Dental school's link [here](#).

Once you have opened the landing page, please navigate to 'Catalogue' on the left-hand side menu on the landing page. This will launch a new window and open account set-up for you.



Firstly, you will need to create your account. Once BlackBoard 2.0 has launched, please click on 'Sign-Up' in the top left-hand corner of your screen.



This will open a new window where you will provide your account details. You will need to provide the following information:

A screenshot of the Blackboard 'Create Account' form. The form is titled 'Sign Up Create Account'. It includes a note: 'Please complete the required fields in order to create an account. If you already have an account please use the Sign In option instead.' The form is divided into several sections: 'Personal Information' with fields for Email Address, GMC/GDC Registration Number, First Name, and Surname; 'Security' with fields for Password and Confirm Password; 'Password Strength' section; 'General Information' with dropdown menus for School, Training Grade, Trust Name, and Mobile Phone Number; and a 'Terms and Conditions' section with a checkbox for agreement. At the bottom right, there are 'Cancel' and 'Save' buttons.

- Email Address
- GDC number
- First Name/Surname
- School – Select School of Dental
- Training Grade – e.g. DCT1 or DST.
- Trust name – Select from the list your Lead Employer.

Once you have supplied this information, next tick the terms and conditions box and then click save in the bottom right corner of your screen.

**\*\*If you already have a BlackBoard account from previous Dental Directorate training, then you will need to update your Training Grade e.g. remove DFT and change to DCT1 and Trust Name (if your lead employed has changed. Without actioning this your new training courses will not be visible for enrolment. \*\***

## Enrolling onto a course

To enrol onto a course, click on Catalogue on the left-hand menu. This will take you to the latest version of the course catalogue

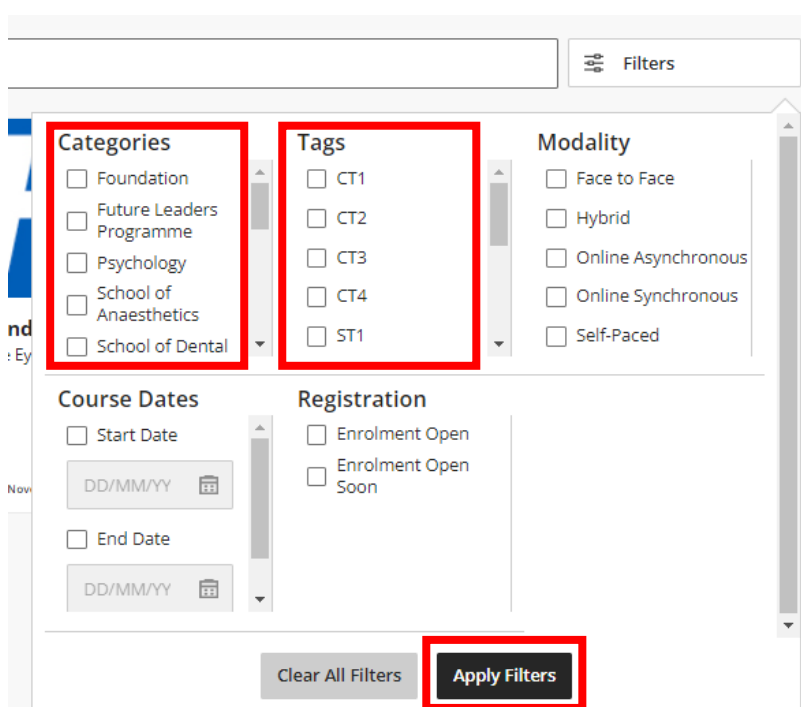


To find courses relevant to your training, click on 'Filters,' this will open a drop-down window in which you can search courses by school (categories), training grade (tags), type of course (modality), course dates, and availability.

The main ones you will need to use are categories and tags, as future courses will be linked to your school and training grade.

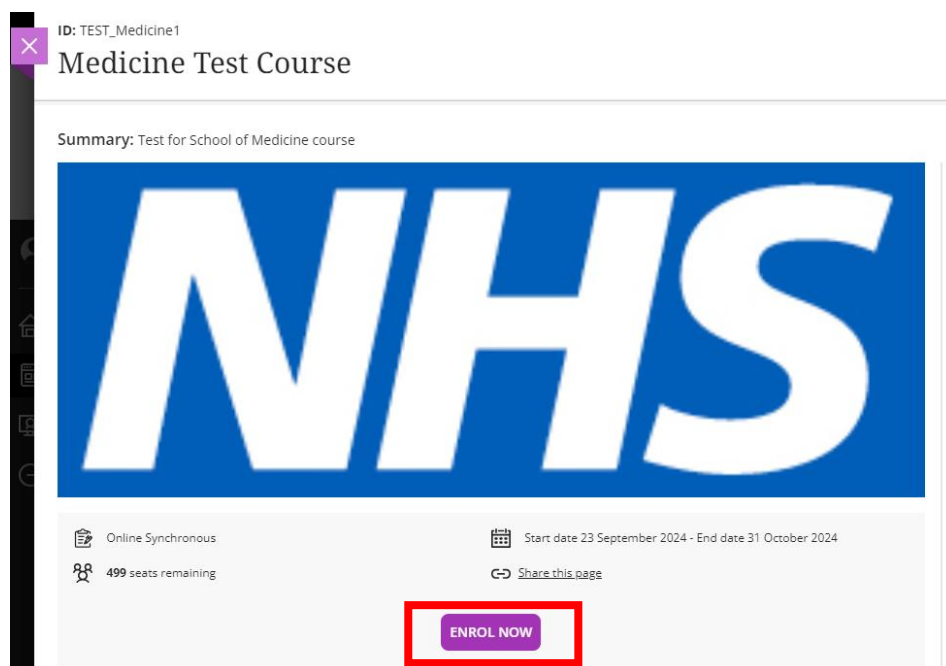


Select your school (from the categories list) and training grade (from the tags list) to filter the catalogue and then click 'Apply Filters'.



To enrol onto a course, click on the thumbnail of the course you want to enrol onto. This will open the course information page.

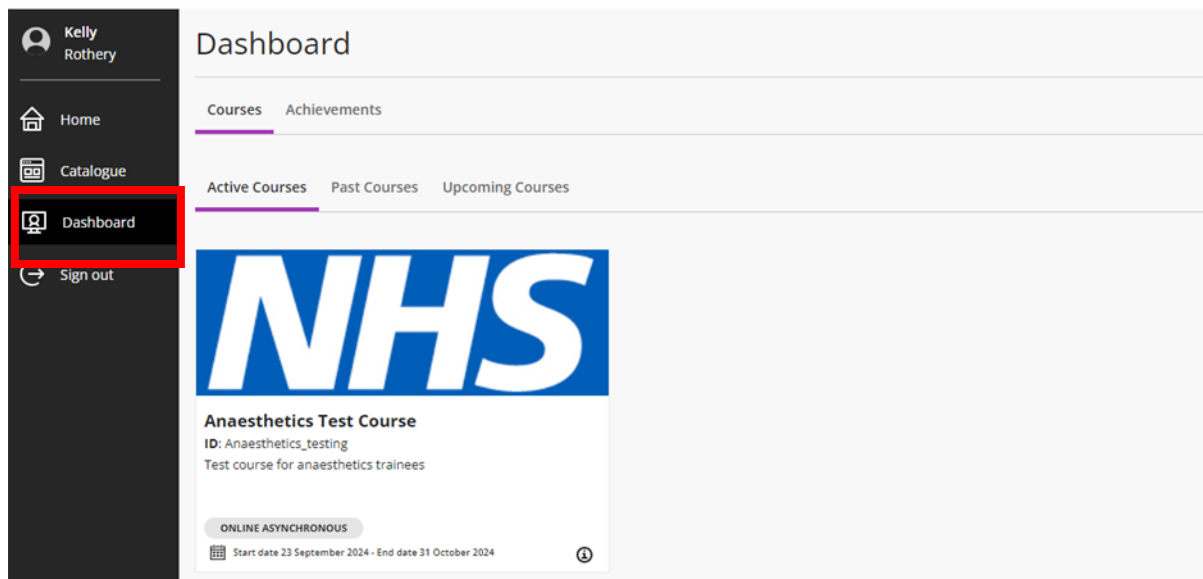
Click 'Enrol Now' to add yourself onto the course.

A screenshot of a Blackboard course page. At the top left, there is a purple 'X' icon and the text 'ID: TEST\_Medicine1'. Below this is the course title 'Medicine Test Course'. A summary line reads 'Summary: Test for School of Medicine course'. The main visual is a large blue rectangle with the white text 'NHS'. Below the NHS logo, there are four pieces of information: 'Online Synchronous' with a calendar icon, 'Start date 23 September 2024 - End date 31 October 2024' with a calendar icon, '499 seats remaining' with a group of people icon, and 'Share this page' with a link icon. At the bottom center, there is a purple button with the text 'ENROL NOW' in white, which is highlighted by a red rectangular border.

You will receive an email confirming that you have been enrolled onto the course.

## Accessing your courses

Once you have enrolled onto courses, you can find these in your 'Dashboard' in the left-hand menu BlackBoard 2.0.



These are split into 3 categories:

- 'Active Courses' for courses that are currently underway,
- 'Past Courses' for those courses that are now closed,
- 'Upcoming Courses' for those courses happening in the future.

Click on the thumbnail for the course you wish to access and then click 'Start Course,' and this will redirect you to the main course page on Blackboard Learn.



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BlackBoard Learn course page is where you will need to go to access course content, access virtual sessions and provide feedback.

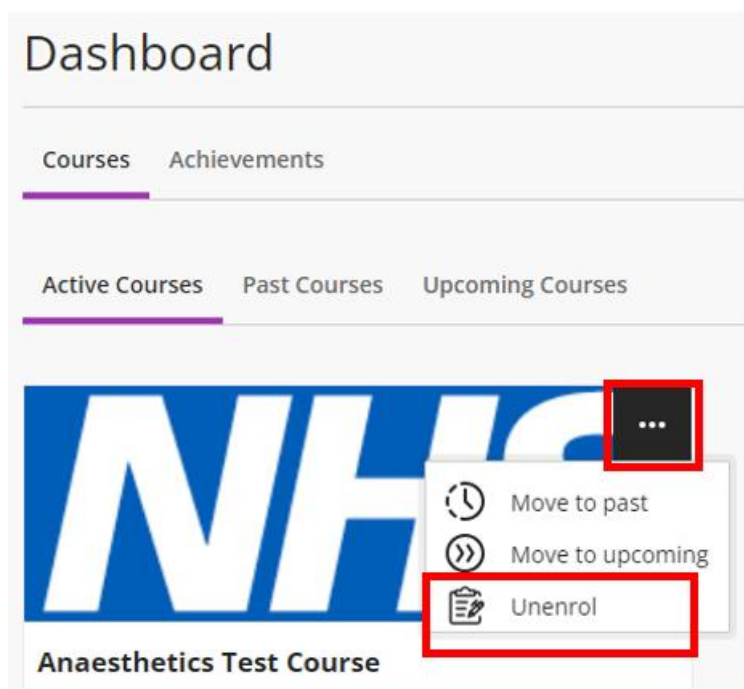
### Unenrolling from courses

If you enrol onto a course by mistake that's not in your study day programme, you are able to unenroll from courses.

In your dashboard, hover your cursor over the course you wish to unenroll from

3 dots appear in the top right-hand corner of the thumbnail.

- Click the three dots,
- A small menu will open, select to unenroll from the course.
- Once you have done this, you will receive an email notification of the unenrolled from the course.







## Final points

If you have any Blackboard related queries, please contact [england.dentalsupport.yh@nhs.net](mailto:england.dentalsupport.yh@nhs.net).