

MSE Safety Training Self Enrollment

1. Log into Blackboard learn at www.iastate.edu
2. Click the Organizations tab at the top

The screenshot shows the Blackboard Learn homepage. At the top, the navigation bar includes 'My ISU', 'Courses', 'Organizations', 'Content Collection', 'Help', and 'My Library'. The 'Organizations' tab is circled in red. Below the navigation bar, there is a 'CANCELLED: Scheduled Dec. 27 downtime for Blackboard Learn system upgrades' message. The main content area is divided into several sections: 'Blackboard Help at ISU', 'My Courses' (listing 'M_E Boyd Lab Safety Course'), 'My Announcements', 'My Organizations' (listing 'AMSL Safety Training'), 'Blackboard Announcements' (with a '2017 class lists available for enrollment in Blackboard' notice), 'Browser Information' (with a note about recommended browsers and icons for Firefox, Chrome, Safari, and Internet Explorer), 'Blackboard and Integrated Software Announcements' (with 'Scheduled Downtimes' information), and 'My Course Evaluations'.

3. Under the Organization Catalog, click Browse Organization Catalog

The screenshot shows the 'Organization Catalog' page. The 'My Organizations' section lists 'AMSL Safety Training'. The 'Organization Catalog' section is expanded, showing a list of categories: 'Admin Committee', 'Departmental Group', 'Extension', 'Greek Life', 'Learning Community', 'Placement Testing', 'Residence Halls', 'Student Organizations', 'Student Support Resources', 'Library Services and Orientation', and 'Browse Organization Catalog'. The 'Browse Organization Catalog' link is circled in red. To the right, there is a 'NOTE: Special Instructions for Firefox and Chrome Users' section.

4. In the search bar, put "MSE Safety Training" and click Go

The screenshot shows the search bar in the 'Browse Organization Catalog' section. The search bar contains the text 'MSE Safety Training' and is circled in red. To the right of the search bar is a 'Go' button, also circled in red. Below the search bar, there are sections for 'Browse Categories' and 'Browse Terms', each with a dropdown menu and a 'Go' button.

5. There should be an Organization ID: **X2017-M_S_E-MSET-NONE**
Next to the word ALL, there should be a small down arrow when your cursor is placed next to it
Click the down arrow and select Enroll

Browse Organization Catalog

Search Catalog Organization Name Contains MSE Safety Training AND Creation Date Before 01/20/2017 Go

Browse Categories
Select a category to see only courses belonging to that category
--unspecified category-- Go

Browse Terms
Select a term to see only courses belonging to that term
--unspecified term-- Go

Organization ID ▲	Organization Name	Leader Names	Description
X2017-M_S_E-MSET-NONE ▼	MSE Safety Training	Ryan Gebhardt	This page will be used to track training for use in the MSE department.

Enroll

6. On the next page titled Self Enrollment, select either Submit button

Self Enrollment

Cancel **Submit**

ENROLL IN ORGANIZATION: MSE SAFETY TRAINING (X2017-M_S_E-MSET-NONE)

Instructor: Ryan Gebhardt
Description: This page will be used to track training for use in the MSE department.
Categories: Education:Higher Education

Click Submit to proceed. Click Cancel to go back.

Cancel **Submit**

7. After submitting you will see a screen that will say Action Successful. Click Ok to continue

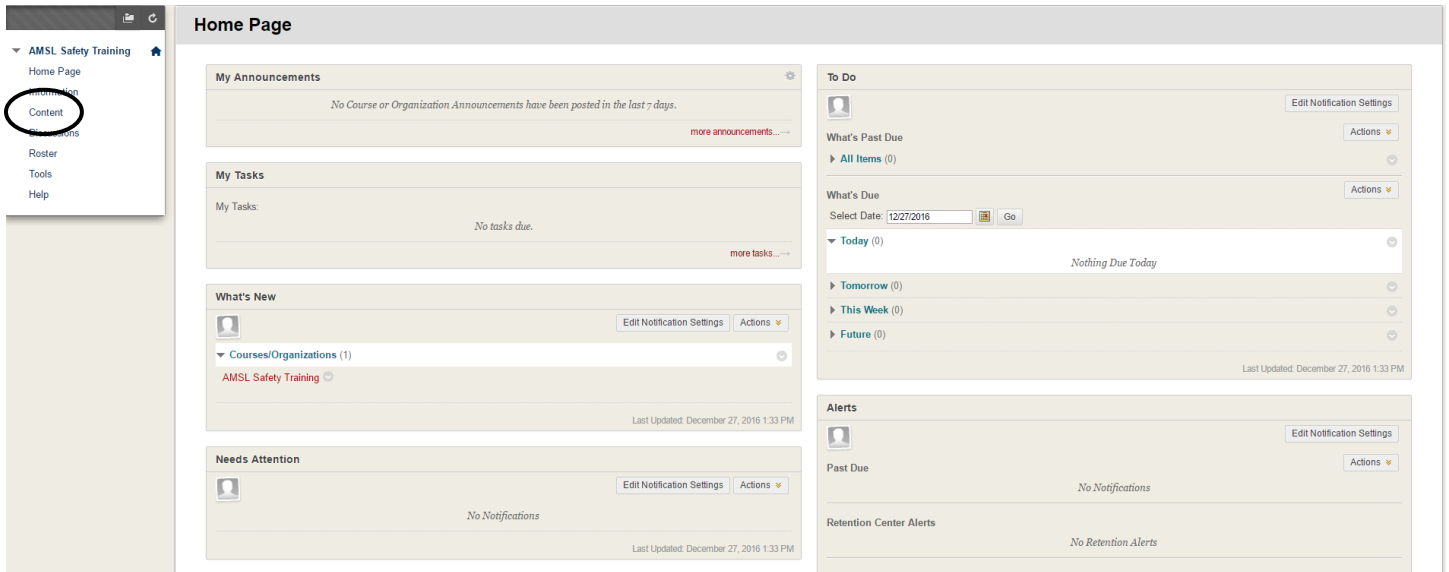
Self Enrollment Student Preview

Self Enrollment

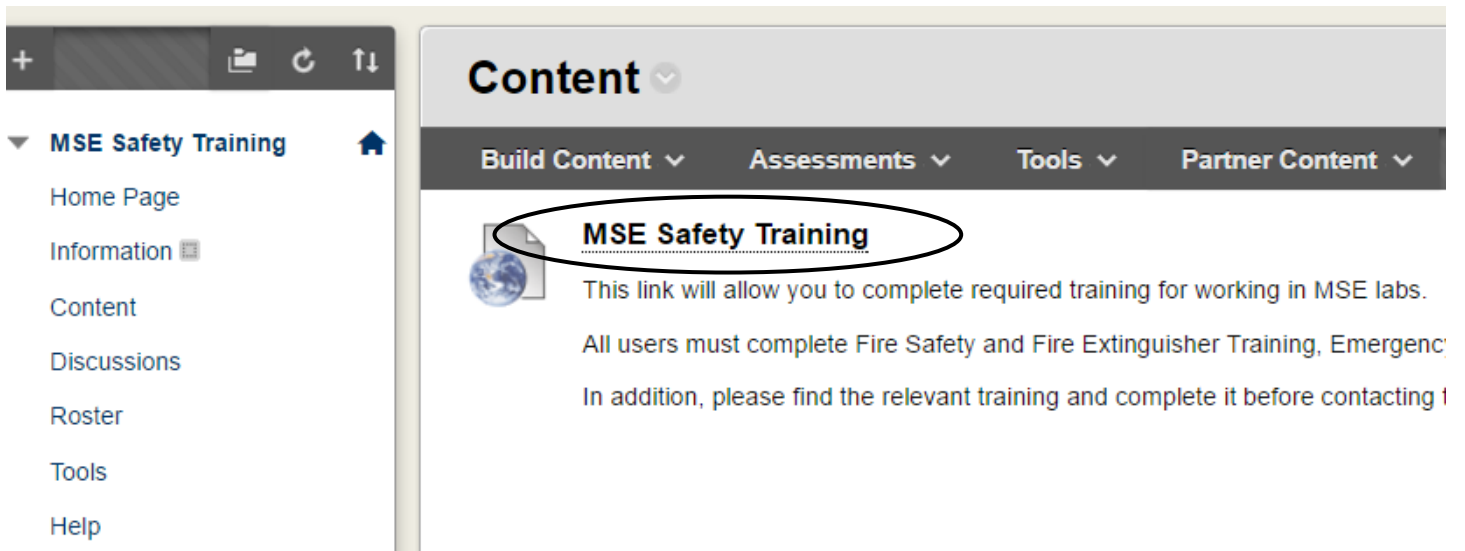
Action Successful: Success: Enrollment in AMSL Safety Training (X2017-EHS__AST_ALL) as qvolk processed. Click OK to continue.
Tuesday, December 27, 2016 1:29:53 PM CST

OK

8. From the Blackboard learn Home Page, again select Organizations on the top of the screen. MSE Safety Training should now appear in your organizations list. Select it and then choose “Content” on the left side.



9. Click the MSE Safety Training Link to launch the LTI and take you to LEARN@ISU



This link will allow you to complete required training for working in MSE labs.

All users must complete Fire Safety and Fire Extinguisher Training, Emergency Response, and Laboratory Safety: Core Concepts.

In addition, please find the relevant training and complete it before contacting the laboratory coordinator (Ryan Gebhardt - ryangeb@iastate.edu) or his assistants Aishwarya Sriraman (saish@iastate.edu) or Ayuna Tsyrenova (ayuna@iastate.edu) for additional training and authorization to use equipment.