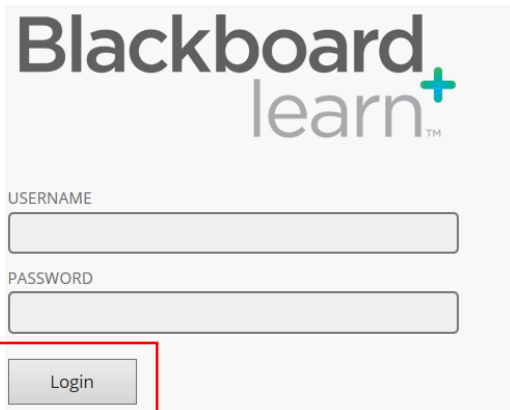


# Self-Enrollment for Search Committee Training

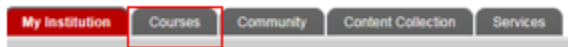
## Instructions

1. Open your browser and enter [ysu.blackboard.com](http://ysu.blackboard.com)
2. Enter your YSU Username and Password and click the **“Login”** button

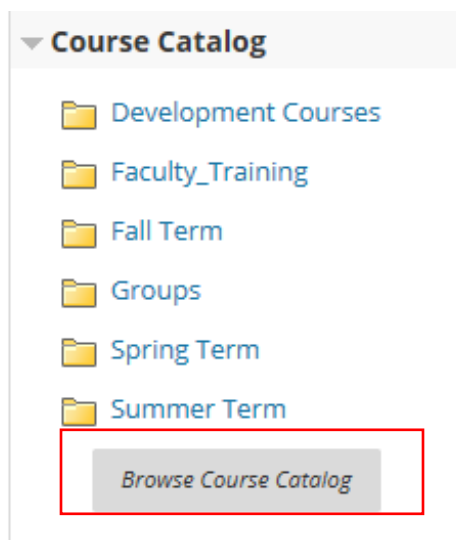


The image shows the Blackboard learn+ login interface. It features the Blackboard learn+ logo at the top. Below the logo are two input fields: one for 'USERNAME' and one for 'PASSWORD'. At the bottom of the form is a 'Login' button, which is highlighted with a red rectangular box.

3. Click the **“Courses”** tab

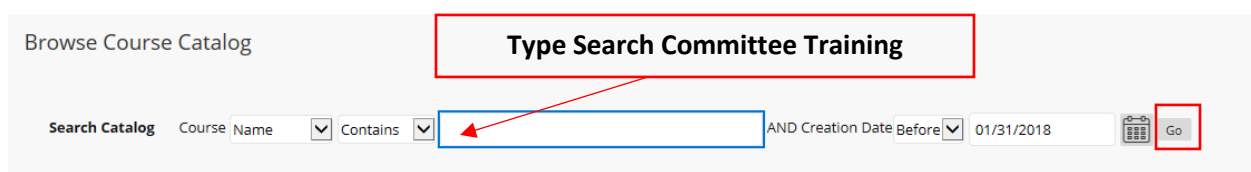


4. Click the **“Browse Catalog”** button



The image shows a sidebar titled 'Course Catalog'. It contains a list of folders: 'Development Courses', 'Faculty\_Training', 'Fall Term', 'Groups', 'Spring Term', and 'Summer Term'. At the bottom of the sidebar is a 'Browse Course Catalog' button, which is highlighted with a red rectangular box.

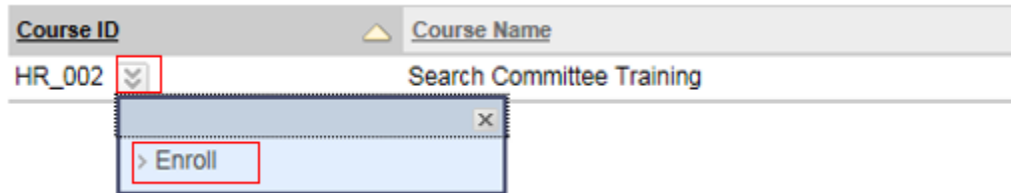
5. Search for the course by Name by typing **“Search Committee Training”** on the textbox and Click **“Go”**



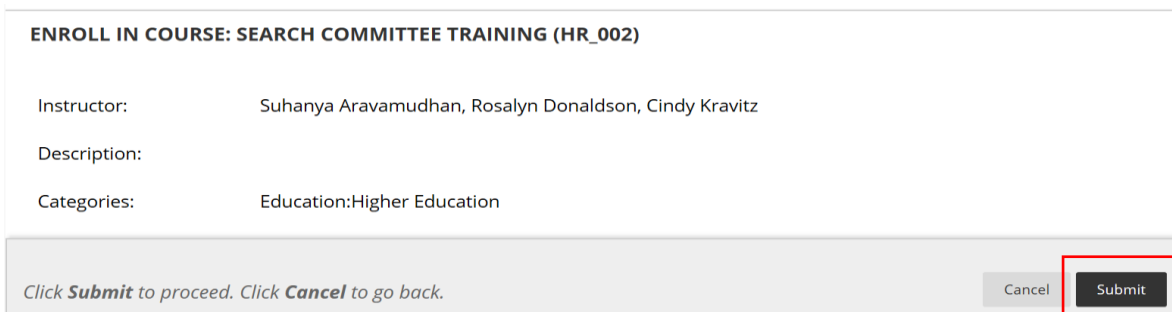
The image shows the 'Browse Course Catalog' search interface. It includes a search bar with the text 'Type Search Committee Training' entered. Below the search bar are several filters: 'Search Catalog', 'Course Name', 'Contains', and 'AND Creation Date Before'. The search bar is highlighted with a red rectangular box. To the right of the search bar is a 'Go' button, also highlighted with a red rectangular box.

# Self-Enrollment for Search Committee Training

- The Search Committee Training Course will be displayed. Click the **action link button** next to the course ID HR\_002, and Click **“Enroll”**

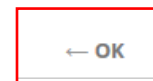


- The course information will be displayed. Click the **“Submit”** button to enroll in the course.

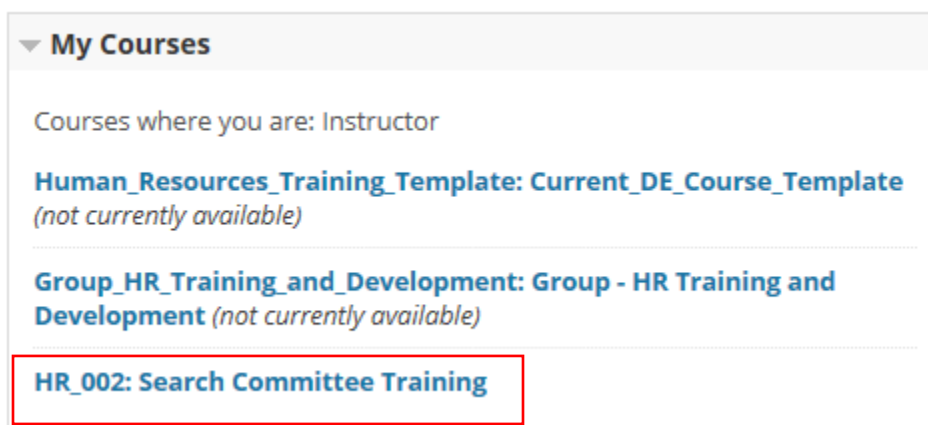


- A message that says your enrollment was successful should appear as shown below. Click **“OK”**.

**Action Successful:**Success: Enrollment in **Search Committee Training (HR\_002)** as saravamudhan processed. Click **OK** to continue.  
 Tuesday, January 30, 2018 1:34:34 PM EST



- The **“Search Committee Training”** course will now appear on your **“My Courses”** dashboard on your Blackboard page. Click the **“Search Committee Training”** tab.



# Self-Enrollment for Search Committee Training

10. Click on the “**Search Committee Training**” course to access the course content, which includes the **Search Committee Training Presentation** and **Search Committee Quiz**.

[HR\\_002: Search Committee Training](#)

11. Please read the PowerPoint presentation and take the Search Committee Quiz by clicking the “**Search Committee Quiz**” link.



**Search Committee Quiz**

After reviewing the PowerPoint, please complete the quiz. You will need to answer at least four questions correctly to print the completion certificate.

12. Please make sure to “**Print the Completion Certificate**” after successful completion of the Quiz.

**For any questions on self-enrollment for search committee training, please contact Suhanya Aravamudhan @ ext.1544 or Rosalyn Donaldson @ ext.1529**