

# Office for Human Subject Protection Training Courses: Blackboard Self-Enrollment Instructions

All online training courses provided by the Office for Human Subject Protection (OHSP) are available in Blackboard to all University of Rochester faculty, staff and students at no cost. A listing of the courses currently available is provided in Table 1. To access a course, use the self-enrollment instructions provided below (enrollment is required in order to access course materials).

Table 1. OHSP Training Courses Available in Blackboard	
Course Title	Blackboard Course ID
UR-HRPP Educational Materials	OHSP.Seminars
OHSP Orientation to Conducting Human Subject Research	OHSP.Orientation
OHSP Research Boot Camp	OHSP.ResearchBootCamp
OHSP Core Training: Study Design	OHSP.StudyDesign
OHSP Core Training: PI Oversight	OHSP.PIOversight
OHSP Core Training: Study Operations	OHSP.StudyOperations
OHSP Core Training: Recruitment and Retention	OHSP.RecruitmentRetention

## Self-Enrollment Instructions

1. Log into Blackboard here: <https://learn.rochester.edu/>. Select the yellow 'Login to Blackboard with UR/URMC Active Directory' option and use your Active Directory credentials to log in (i.e., the credentials used to log into your computer and/or access your UR email account). Ensure the correct UR/URMC affiliation is identified in the 'Domain' field (see the green box in the image below).
  - Note: If you are logging in remotely, [two-factor authentication](#) is required. To facilitate this process, OHSP recommends enrolling in [Duo using a mobile phone](#).

### Blackboard Learning Management System

University of Rochester students, instructors, staff, and all other users with an Active Directory account can log in to access Blackboard course materials and interact with course members.

This includes logins from Panopto and Blackboard Mobile apps.

[Login to Blackboard with UR/URMC Active Directory](#)

[Use Direct Login](#)

Sign in with your username and password

Username

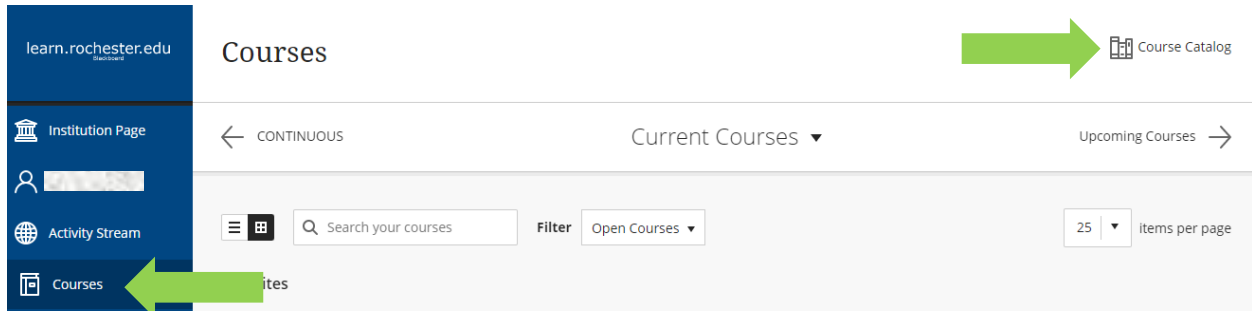
Password

Domain

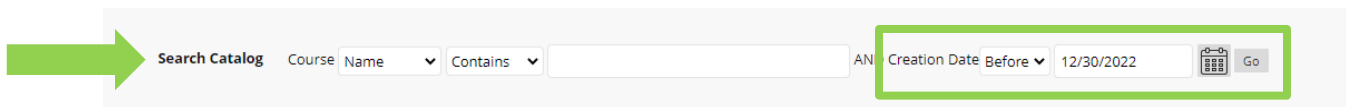
URMC Active Directory

Sign in

- Click on the 'Courses' tab on the left-hand vertical toolbar. Then select 'Course Catalog' in the upper right corner.



- In the 'Search Catalog' box, type in part of the course name (available courses are listed in Table 1 above). Ensure the 'Creation Date' field (identified in the green box below) is BEFORE the current date. Click 'Go'.



- In the resulting course list, scroll to find the course. Hover the mouse over the right side of the Course ID to see the dropdown menu arrow. Click on the arrow and select 'Enroll'. A self-enrollment confirmation page will appear; click 'Submit'.

COURSE ID	COURSE NAME	INSTRUCTOR
OHSP.Orientation	OHSP Orientation to Conducting Human Subject Research	Kelly Unsworth, Kelley O'Donoghue
OHSP.PIOveright	Core Training: PI Oversight	Kelley O'Donoghue, Kelly Unsworth

An 'Enroll' button is shown below the first course ID, with a green arrow pointing to it.

- To access the course, select the 'Courses' tab on the left-hand vertical toolbar. Click on the title of the course to navigate to the course homepage.
  - Note: Once the 'Courses' tab has been selected, you can navigate to current, continuous or upcoming courses by either selecting the dropdown arrow on the horizontal toolbar in the center of the screen or paging forward/backward. You can also search by course name and/or filter courses using the dropdown menu adjacent to the search box. Courses can further be marked as a 'favorite' by selecting the star icon in the course listing; all courses identified as a 'favorite' will appear at the top of the course listing each time the 'Courses' tab is selected.

### **Need Help?**

For questions regarding your Blackboard account, contact your [designated Blackboard support team](#). For questions regarding course content, contact [Kelly Unsworth](#), Director of Research Education & Training, Office for Human Subject Protection. Additional information regarding course content is also available [here](#).