

Test, Measurement, and Diagnostic Equipment (TMDE) Training



Blackboard Job Aid



Job Aid Purpose

The purpose of this job aid is to provide the user with a step-bystep guide on how to locate the TMDE Support Coordinator Training course within Bb and how to self-enroll. Locating and enrolling into this course can be completed using the steps that are outlined and demonstrated in this job aid.





Step 1. Go to https://learn.llc.army.mil/ and click PKI Login,



Step 2. Select a certificate for authentication and click "OK" to proceed.





** NOTE: Please verify your EMAIL Address by clicking on your name then selecting Edit Personal Information below to ensure your certificate gets emailed correctly when you complete the training.

Army Learning

Courses

Organizations

ATHD AESMP

Personal Information

Personal Information

Edit Personal Information

Edit your Personal Information. Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.

Personalize My Settings

Upload a personal avatar and set which links appear on your My Settings navigation menu.

Change Personal Settings

Set language, calendar, and help text options.

Set Privacy Options

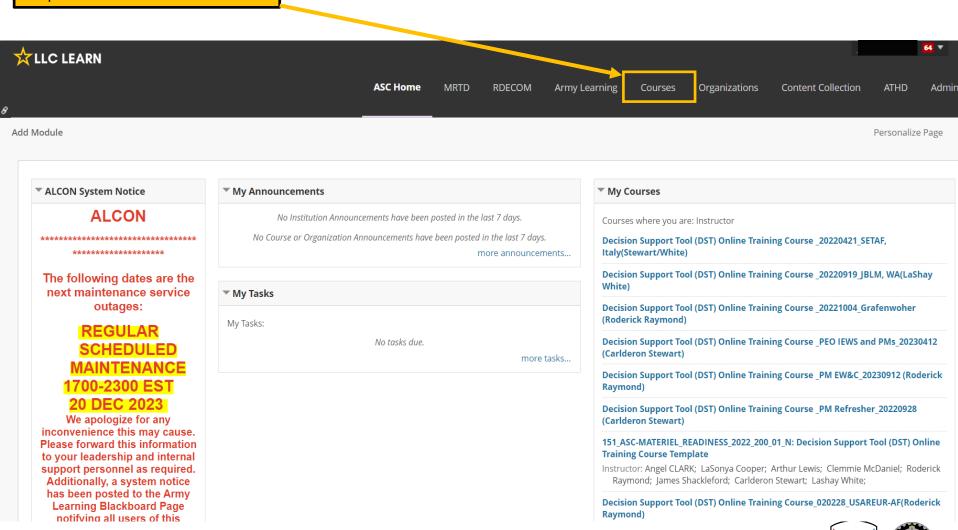
Select which fields of your personal information can be seen by others.





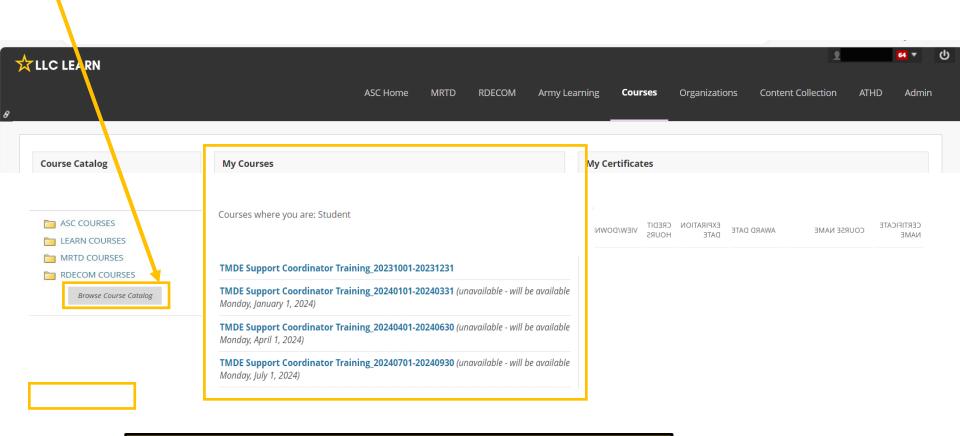


Step 3. Click on Courses Link.





Step 4. Once the Courses screen has loaded, click on the Browse Course Catalog Link.



Note: My Courses identify all courses that are currently assigned to you.



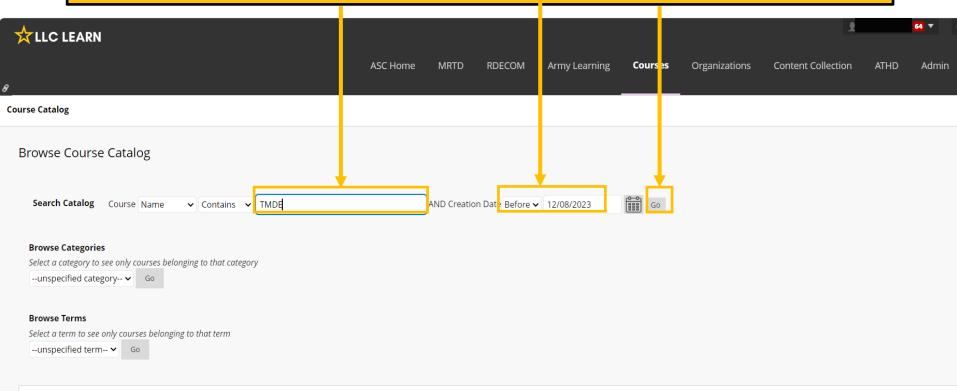




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TMDE Blackboard (Bb) Job Aid

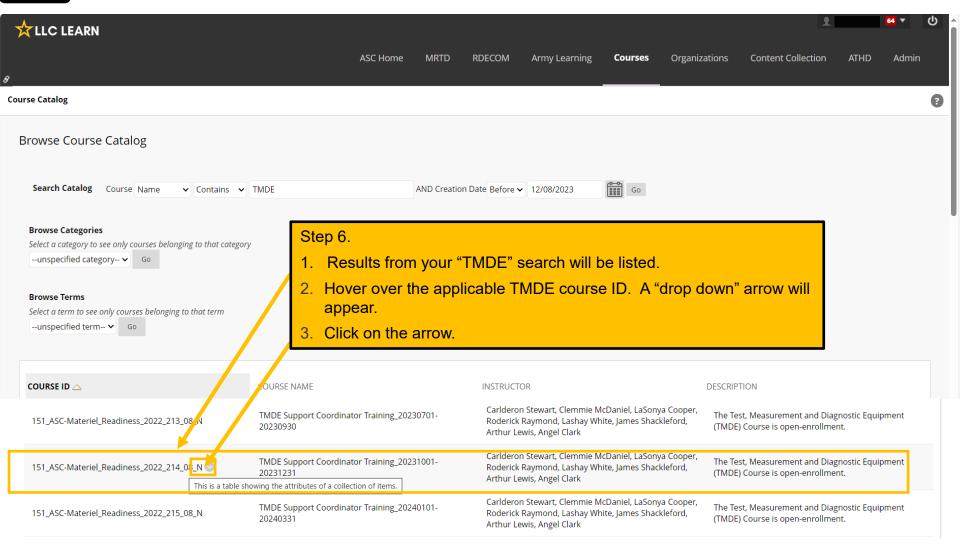
Step 5. Once the Browse Course Catalog loads, type "TMDE" in the Search Catalog search area and click GO. Ensure that the search criteria that is selected is included in the name of the course and that the creation date is set to "Before" the day after your current date.





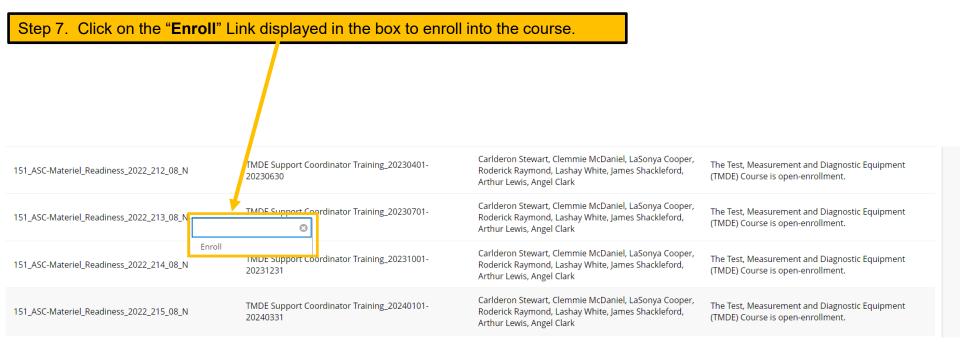










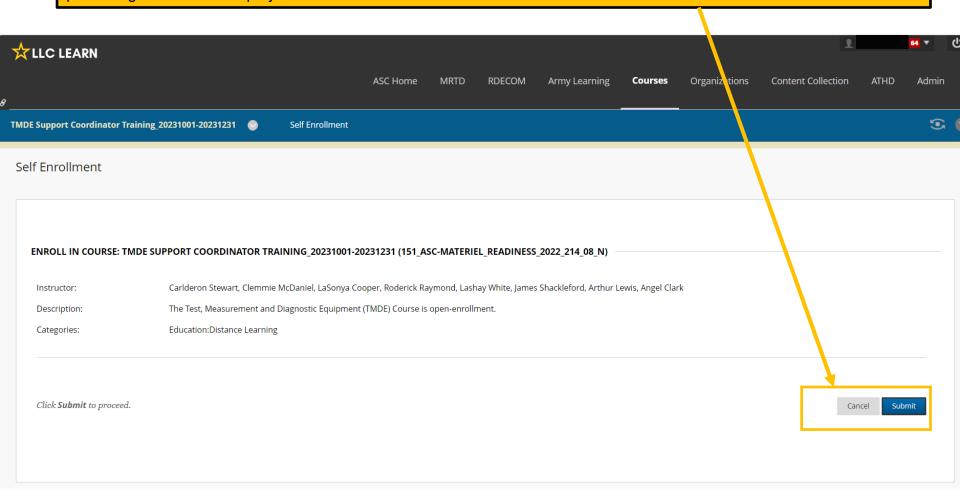








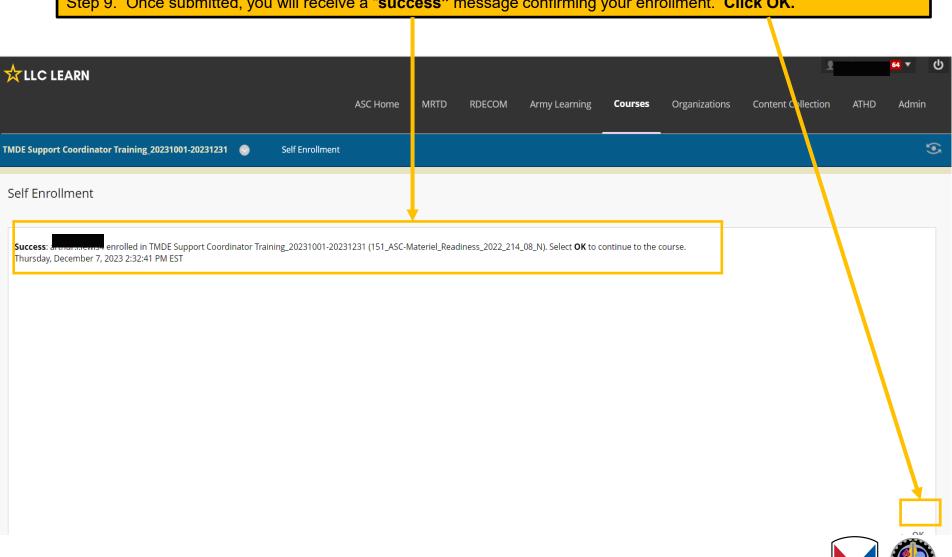
Step 8. Once you have clicked Enroll, the "Self Enrollment" screen will appear (example below) with the information pertaining to the class displayed on the screen. **Click Submit**.





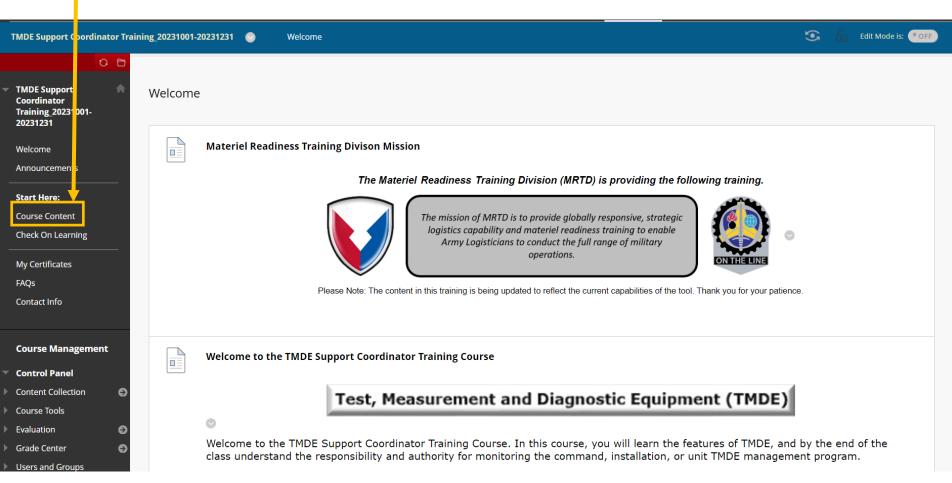


Step 9. Once submitted, you will receive a "success" message confirming your enrollment. Click OK.





Step 10. After successful enrollment, you will have full access to the course. Click on Couse Content to begin course.

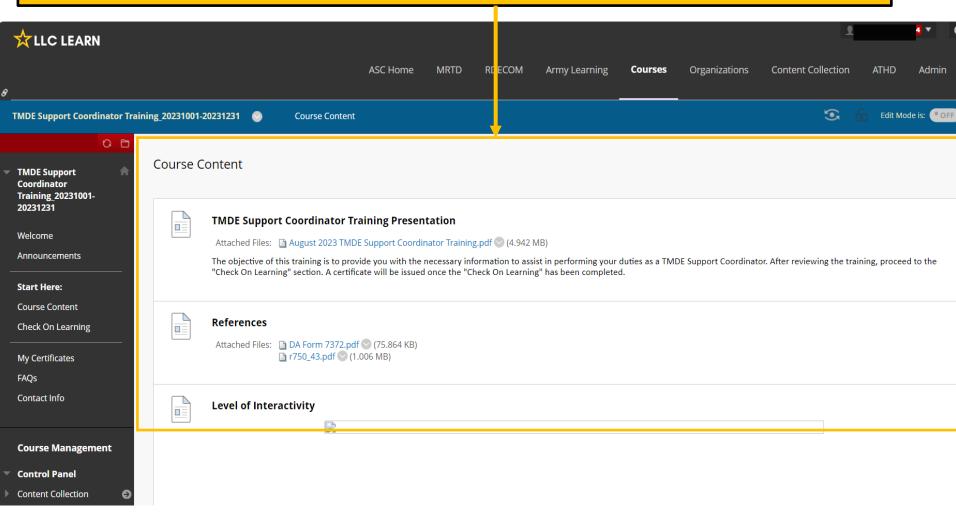








Step 11. Select Course Content and References to complete course.

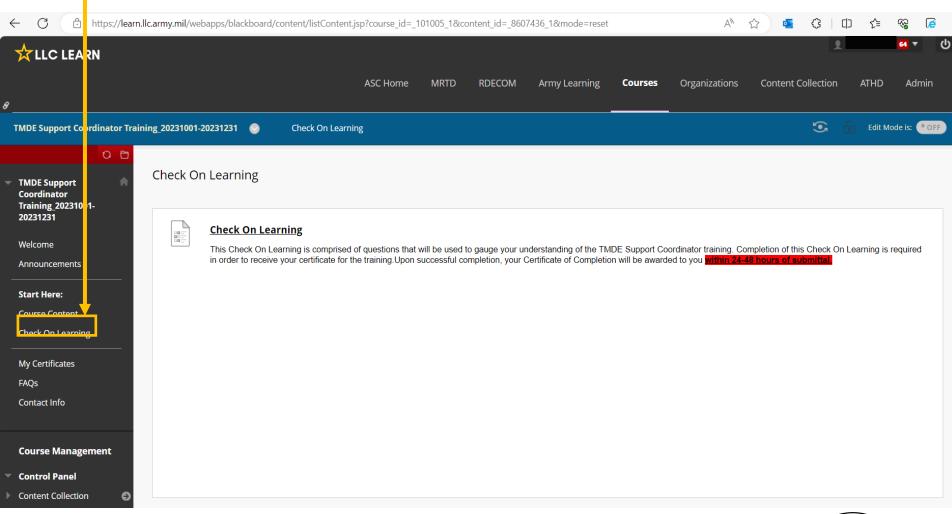








Step 12. After completion of Course, select **Check On Learning** for end of course exam.









Contact Information

For Calibration Coordinator Training Support:

USATA Training

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