

This session will familiarize you with the process utilized to certify you in each of your online classes.

You will be required to "certify" in each assigned class. You must complete the certification process in every scheduled class before the end of the drop and add period to show that you will be financially responsible and intend to take the course. The certification process requires you to take a test in each assigned class.

1. Login to each assigned class. After logging into a course, you will see the "Certification" link at the top of the "Course Information" page as depicted in the example below. After reviewing the listed information, click on the "Certification" link.

The screenshot displays the Blackboard interface for a course titled "Organizational Behavior\_Sect\_832\_SP14". The page is titled "Course Information" and features a navigation menu on the left with options like "Certification", "Course Information", "Home Page", "Weekly Course Requirements", "Messages", "Chat", "Tools", "Help", "Course Documents", "External Links", "Instructor Resources", "Announcements", "Staff Information", "Assignments", "Discussion Board", and "Staff Information". The main content area includes a "Certification" section with a red warning message: "Availability: Item is not available. It will be available after May 5, 2014 12:00 AM. For certification - By clicking here, you will be prompted to take a test for certification. This test is set up the same as those in your class or that you have taken in orientation. Once you click on the Test link - you will be required to complete the test. There will be one question that you will need to answer to certify you for the course. You will need to take this test in EACH course to certify for each course individually." Below this, there are sections for "MAN 4151, Organizational Behavior" (with a syllabus file attached), "Weekly Course Requirements", "Jones College" (with a website link), and "Jones College Library".

2. After completing Step 1, you will be directed to the “Begin Certification” page. Here you will find specific information relating to the test you will take to complete the certification process. When you have completed reading the instructions, click on “Begin.” Once you click on "Begin" you must complete the test at that time.

**Jones College**  
Welcome to our online campus

Dee Thorntor 500+

My Blackboard System Admin My Career

(Course is unavailable to students until Monday, April 28, 2014) > Course Information > Begin: Certification

Edit Mode is: ON ?

## Begin: Certification

Cancel Begin

### 1. Instructions

**Force Completion** Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit**.

**Due Date** This Test is due on May 11, 2014 1:00:00 AM EDT. Test cannot be started past this date.

Click **Begin** to start Certification. Click **Cancel** to go back.  
You will be previewing this assessment and your results will not be recorded.

### 2. Submit

Click **Begin** to start. Click **Cancel** to quit.

Cancel Begin

COURSE MANAGEMENT

- Control Panel
- Files
- Course Tools

3. Upon completion of Step 2, you will be redirected to the “Test” page. Follow the instructions by typing the requested information into the assigned area. Once you click on “Save and Submit,” you have completed the certification process for the course you are logged into.

The screenshot displays the Blackboard interface for a 'Preview Test: Certification'. The top navigation bar includes 'My Blackboard', 'System Admin', and 'My Career'. The breadcrumb trail shows '(Course is unavailable to students until Monday, April 28, 2014) > Course Information > Preview Test: Certification'. The left sidebar contains a navigation menu with options like 'Organizational Behavior\_Sect\_832\_SP14', 'Certification', 'Course Information', 'Home Page', 'Weekly Course Requirements', 'Messages', 'Chat', 'Tools', 'Help', 'Course Documents', 'External Links', 'Instructor Resources', 'Announcements', 'Staff Information', 'Assignments', 'Discussion Board', and 'Staff Information'. The main content area is titled 'Preview Test: Certification' and contains a message: 'Multiple Attempts Not allowed. This test can only be taken once.' Below this is a 'Question Completion Status' section. At the bottom of the main content area, there are two buttons: 'Save All Answers' and 'Save and Submit'. The 'Question 1' section is titled 'Question 1' and is worth '1 points'. The question text reads: 'Certification is the method Jones College utilizes to have students acknowledge their academic and financial obligation to the College at the start of each semester. All students enrolled in a course must certify in that course during the drop/add period. By typing your name below, you signify that you have certified for this course.' Below the question text is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, paragraph, font color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and HTML/CSS. The text editor is currently empty. At the bottom of the text editor, it shows 'Path: p' and 'Words: 0'. Below the text editor is a 'Save and Submit' section with the instruction: 'Click Save and Submit to save and submit. Click Save All Answers to save all answers.'

4. Complete the certification process for each assigned class by following the above three step process in each of the classes.