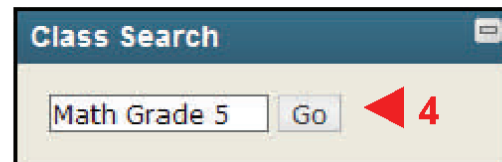
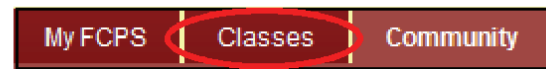


### Steps for Enrolling in a Class

1. Log into FCPS 24-7 Learning. (<http://fcps.blackboard.com>)
2. If you have never logged in, your username matches your outlook username. Your password is your employee ID.
3. Click on the **Classes** Tab.
4. In the **Class Search** box, type **the name of the class for enrollment**. Click **GO!**



5. The class should come up in the list. **Click on the arrows** under the class name. The **Enroll** option will appear.
6. Click on **Enroll**.

Class ID	Class Name	Teacher Names	Description
Train_Instructor_GCostantino	Mrs.Costantino- Math Grade 5	Mary Hatchell, Grace Costantino, Instructor Fourteen, Instructor Nine, Instructor Nineteen, Instructor One, Instructor Seventeen, Instructor Six, Instructor Sixteen	This course was created to train elementary teachers to use Blackboard.

Displaying 1 to 1 of 1 items    Show All    Edit Paging...

> Enroll

7. A Self Enrollment Screen will appear with the name of the class that was selected. Click **Submit**.
8. A message will appear : Action Successful: Enrollment in Class with the name of the class that was selected. Click **OK**.

### Self Enrollment

Cancel    **Submit**

1. **Enroll in Class: Mrs.Costantino- Math Grade 5 (Train\_Instructor\_GCostantino)**

Teacher: Mary Hatchell, Grace Costantino, Instructor Fourteen, Instructor Nine, Instructor Nineteen, Instructor One, Instructor Seventeen, Instructor Six, Instructor Sixteen

Description: This course was created to train elementary teachers to use Blackboard.

Categories: ROOT:Computer / InformationTechnology

2. **Submit**

Cancel    **Submit**