

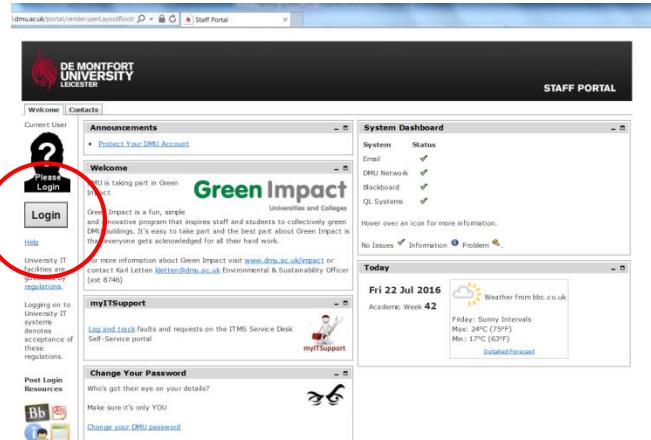
Change and Training

CORE SYSTEMS MODERNISATION

Programme Update

How to access your e-learning on blackboard

1. Start at the DMU Staff portal and click 'login'.



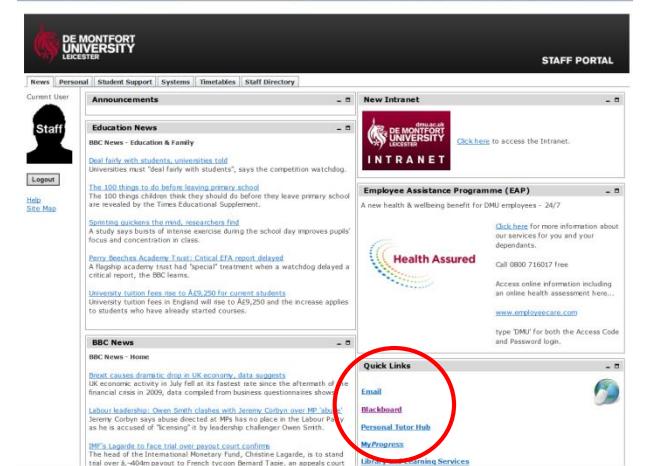
The screenshot shows the DMU Staff Portal homepage. At the top, there are links for 'Announcements', 'Protect Your DMU Account', and 'Welcome'. Below these are sections for 'Green Impact', 'myITSsupport', and 'Change Your Password'. A large red circle highlights the 'Login' button. The right side of the screen features a 'System Dashboard' with various status indicators and a 'Today' section showing the date (Fri 22 Jul 2016) and academic week (Academic Week 42). A weather forecast for BBC.co.uk is also present.

2. Enter your usual single sign login credentials.



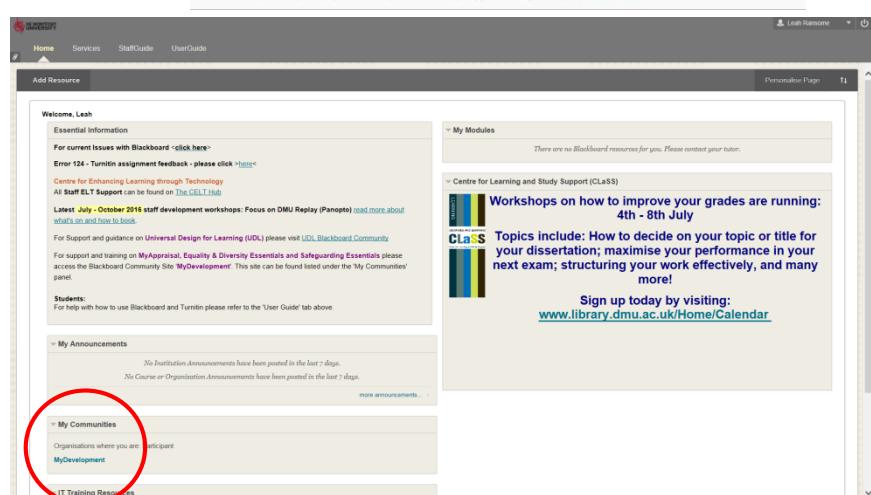
The screenshot shows the DMU Staff Portal login screen. A red circle highlights the 'Staff' profile picture. Below it are fields for 'Email' and 'Password', and a 'Log In' button. The URL in the address bar is dmuc.ac.uk/portal/render/layoutRoot.

3. In the quick links section, select 'Blackboard'. Alternatively you can also find it on the systems tab.



The screenshot shows the DMU Staff Portal 'Systems' tab. A red circle highlights the 'Blackboard' link in the 'Quick Links' section. Other links in this section include 'Email', 'Personal', 'Student Support', 'Timetables', and 'Staff Directory'. The 'Systems' tab also displays news items and a 'New Intranet' section.

4. Once in Blackboard, select 'My Development' in the 'My Communities' section.



The screenshot shows the Blackboard 'My Communities' section. A red circle highlights the 'MyDevelopment' link under the 'My Communities' heading. Other links in this section include 'My Announcements' and 'IT Training Resources'. The right side of the screen shows a 'Workshops on how to improve your grades are running: 4th - 8th July' section and a 'Topics include' list.

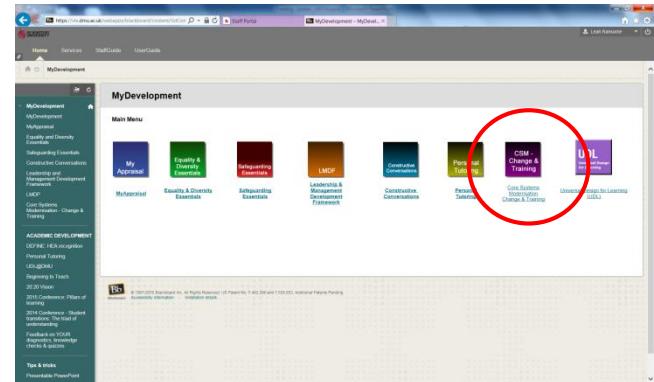
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5. Select the 'Core Systems Modernisation Change & Training' tile.



6. Here are your e-learning modules. Select 'SAP e-learning' to launch the training modules.

We have produced some additional 'Change e-learning' modules. You only need to complete the change modules that are relevant to you.

