

Enrolling in a VAB Training Course

VAB Training via CourseSites by
Blackboard

Overview

- This job aid covers how to enroll in VAB Training via CourseSites by Blackboard.
- This aid covers three different enrollment situations:

Enrollment Situation:	Pages:
1. <u>Participants who HAVE an existing Blackboard CourseSites account and are taking the SAME COURSE</u>	3-9
2. <u>Participants who HAVE an existing Blackboard CourseSites account and are taking a DIFFERENT COURSE</u>	10-15
3. <u>Participants who DO NOT HAVE a Blackboard CourseSites account</u>	16-23

- You may click on the name of the enrollment situation that applies to you to go straight to that set of instructions.

If you already **HAVE** an existing Blackboard CourseSites account and are taking the **SAME COURSE**, then the following steps are for you.

Step:	Page:
1. Follow link	4
2. Navigate to login page	5
3. Navigate to courses	6
4. Select your course	7
5. Navigate to training modules page	8
6. Complete training modules	9

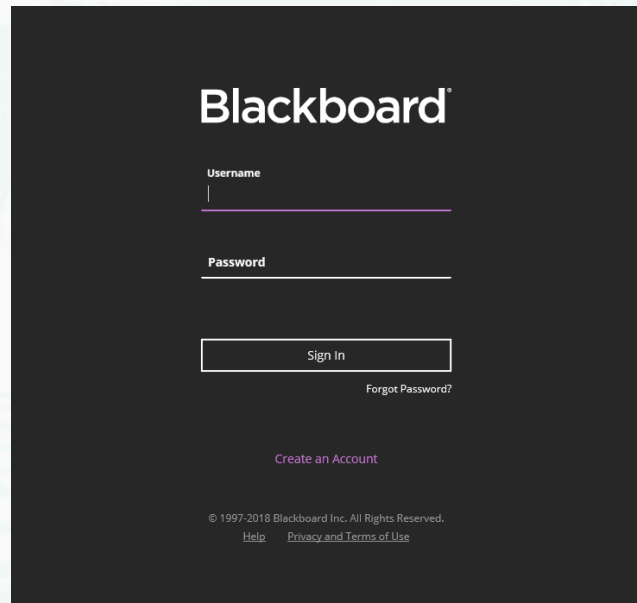
You may click on the name of the step to go straight to that step or scroll through the job aid.

If this does **not** describe your enrollment situation, please click [here](#) to go back to the Overview page.

Step 1

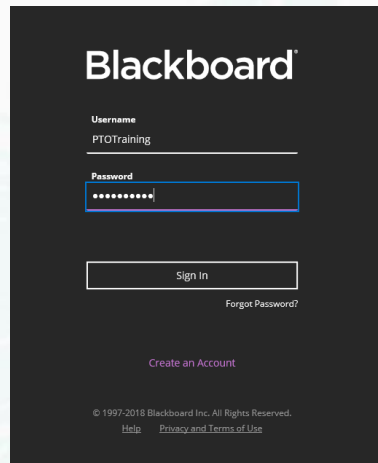
- Click on this link: [VAB Training](#)

The website should look like the image below.

A screenshot of the Blackboard login page. The page has a dark background with white text. At the top, the word "Blackboard" is displayed in a large, bold, sans-serif font. Below it, there are two input fields: "Username" and "Password", each with a small vertical line indicating the input area. Below the "Password" field is a "Sign In" button. To the right of the "Sign In" button is a link that says "Forgot Password?". Below the "Sign In" button is a link that says "Create an Account". At the bottom of the page, there is a small copyright notice: "© 1997-2018 Blackboard Inc. All Rights Reserved." followed by links for "Help" and "Privacy and Terms of Use".

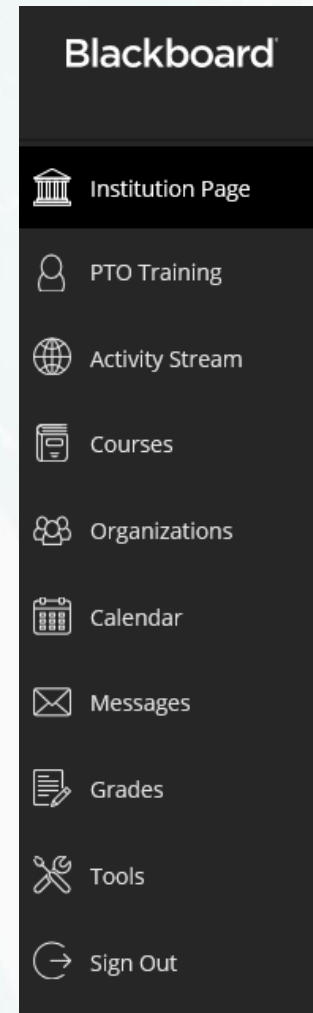
Step 2

- Log in using the username and password that you created when you first signed up for an account.
- If you forgot your password, click “Forgot Your Password?” and follow the instructions on the screen.

A screenshot of the Blackboard login interface. The background is dark gray. At the top, the word "Blackboard" is written in white. Below it, the label "Username" is followed by the text "PTOTraining" in a white input field. Below that, the label "Password" is followed by a white input field containing ten dots. A "Sign In" button is centered below the password field. To the right of the button is a link that says "Forgot Password?". At the bottom, there is a link that says "Create an Account". At the very bottom, small text reads "© 1997-2018 Blackboard Inc. All Rights Reserved." followed by links for "Help" and "Privacy and Terms of Use".

Step 3


- Click on “Courses.”





Step 4


- Click on the title of the course.


Blackboard


 Institution Page


 PTO Training


 Activity Stream


 **Courses**


 Organizations

 Calendar

 Messages

 Grades

 Tools

 Sign Out

Courses

Current Courses ▼

Filter All Courses ▼

Assorted Dates

Attorney Special Magistrates VAB Training Original Course View
[Multiple Instructors](#) | More info ▼

Real Property Appraiser Special Magistrate VAB Training VAB Training | More info ▼

Tangible Personal Property Appraiser Special Magistrates VAB Training Original Course View
VAB Training | More info ▼

Value Adjustment Board Members and Board Attorneys VAB Training Original Course View
VAB Training | More info ▼

Step 5

- The home page of the course will appear.
- Click on “20XX VAB Training” to view the modules page.

Real Property Appraiser Special Magistrate VAB Training About the VAB Training

Real Property Appraiser Special Magistrate VAB Training

Real Property Appraiser Special Magistrate VAB Training


About the VAB Training

2018 VAB Training


Tools

Help

About the VAB Training


 **Getting Started**

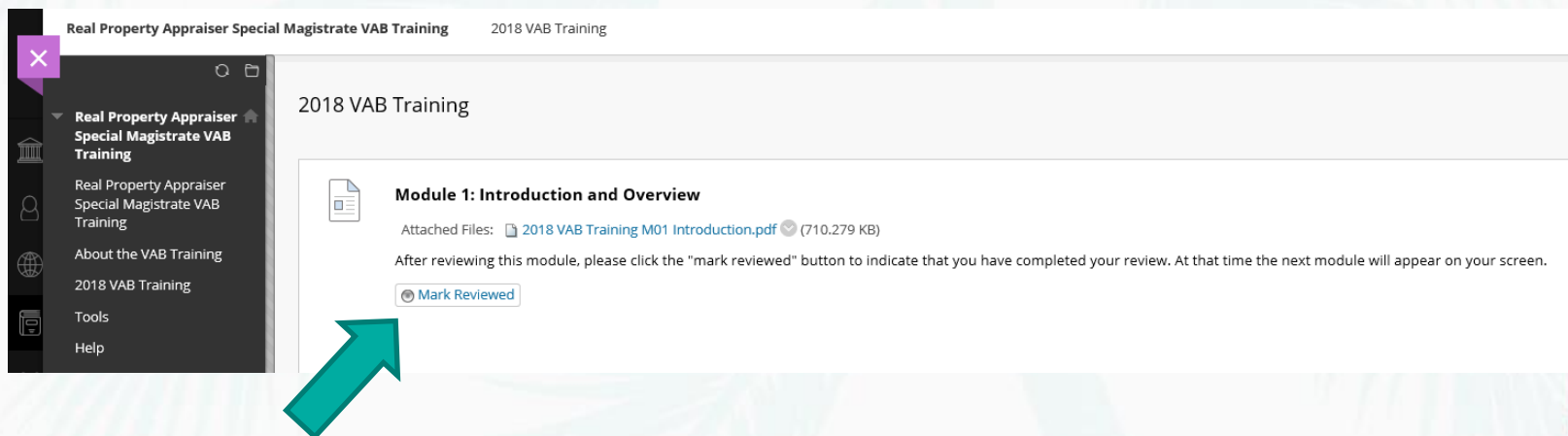
Click on "2018 VAB Training" to the left to get started.

 **About This Training**

Who is required to take this training before conducting any VAB hearings?

Step 6

- This is the training modules page.
- Your screen should start with only “Module 1: Introduction and Overview” visible.
- **After** viewing each module, be sure to click the  button. Then the next module will appear on your screen.



The screenshot displays the '2018 VAB Training' interface. On the left is a dark sidebar with a navigation menu containing icons and text for 'Real Property Appraiser Special Magistrate VAB Training', 'Real Property Appraiser Special Magistrate VAB Training', 'About the VAB Training', '2018 VAB Training', 'Tools', and 'Help'. The main content area is titled '2018 VAB Training' and features a document icon next to the heading 'Module 1: Introduction and Overview'. Below this, it lists an attached file: '2018 VAB Training M01 Introduction.pdf (710.279 KB)'. A paragraph of text follows: 'After reviewing this module, please click the "mark reviewed" button to indicate that you have completed your review. At that time the next module will appear on your screen.' At the bottom of this section is a 'Mark Reviewed' button with a circular icon. A large teal arrow points from the bottom left towards this button. The top of the interface shows the breadcrumb 'Real Property Appraiser Special Magistrate VAB Training' and the page title '2018 VAB Training'. The Florida Department of Revenue logo is in the bottom right corner.

If you already **HAVE** an existing Blackboard CourseSites account and are taking a **DIFFERENT COURSE**, then the following steps are for you.

Step:	Page:
1. Select new course	11
2. Navigate to login page	12
3. Log in to account	13
4. Navigate to training modules page	14
5. Complete training modules	15

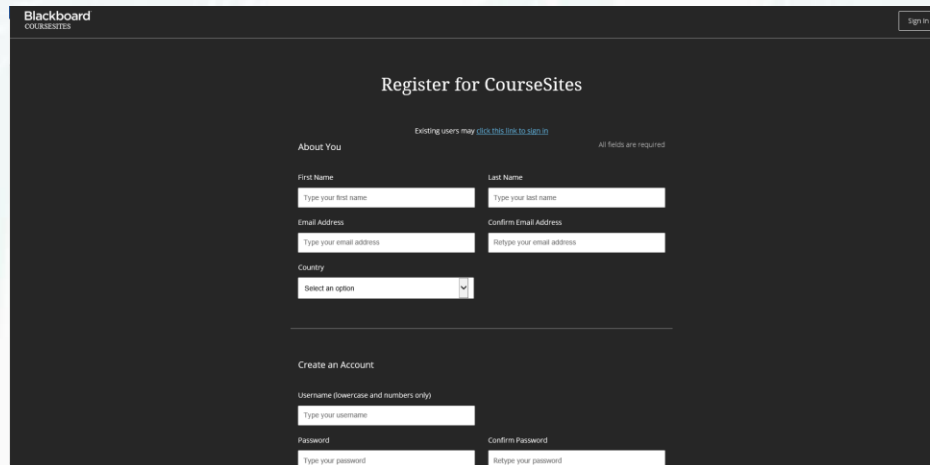
You may click on the name of the step to go straight to that step or scroll through the job aid.

If this does **not** describe your enrollment situation, please click [here](#) to go back to the Overview page.

Step 1

- Click on the course you want to enroll in:
 - [VAB Training for Attorney Special Magistrates](#)
 - [VAB Training for Real Property Appraiser Special Magistrates](#)
 - [VAB Training for Tangible Personal Property Appraiser Special Magistrates](#)
 - [VAB Training for Value Adjustment Board Members and Board Attorneys](#)

The website should look like the image below:



The screenshot shows the Blackboard CourseSites registration page. At the top left is the Blackboard logo and 'COURSEsites'. At the top right is a 'Sign In' button. The main heading is 'Register for CourseSites'. Below this, there is a link for existing users: 'Existing users may click this link to sign in'. The 'About You' section contains fields for First Name, Last Name, Email Address, and Country. The 'Create an Account' section contains fields for Username, Password, and Confirm Password. All fields are required.

Blackboard
COURSEsites

Sign In

Register for CourseSites

Existing users may click this link to sign in

About You

All fields are required

First Name

Type your first name

Last Name

Type your last name

Email Address

Type your email address

Confirm Email Address

Retype your email address

Country

Select an option

Create an Account

Username (lowercase and numbers only)

Type your username

Password

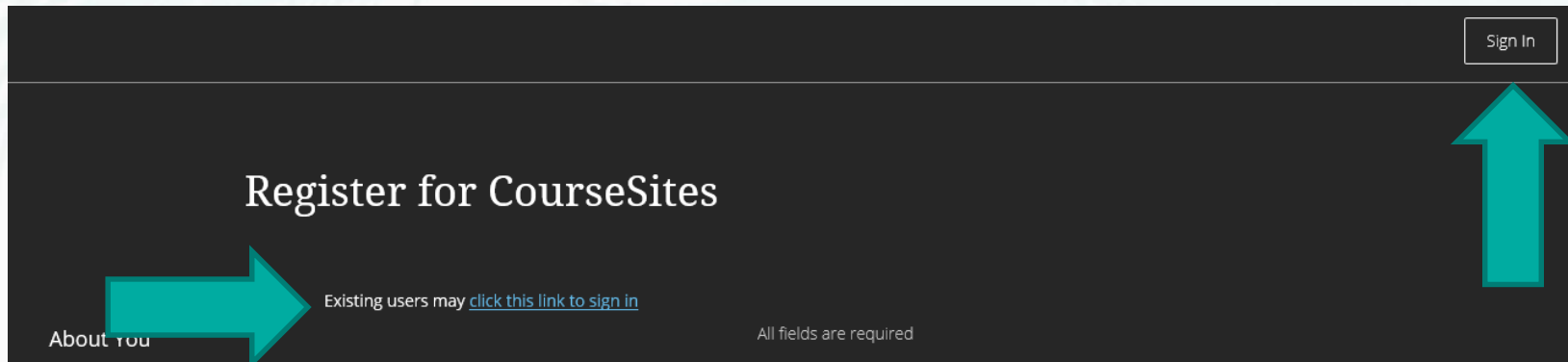
Type your password

Confirm Password

Retype your password

Step 2

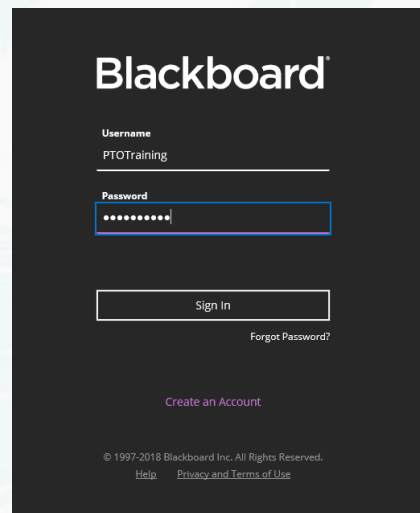
- Click “Sign In” or “Existing users may click this link to sign in.”



The screenshot shows a dark-themed registration form titled "Register for CourseSites". In the top right corner, there is a "Sign In" button. A large teal arrow points from the bottom right towards this button. On the left side of the form, there is a link that says "Existing users may [click this link to sign in](#)". A large teal arrow points from the bottom left towards this link. At the bottom left of the form, the text "About you" is visible. At the bottom center, the text "All fields are required" is displayed.

Step 3

- Log in using the username and password that you created when you first signed up for an account.
- If you forgot your password, click “Forgot Your Password?” and follow the instructions on the screen.

A screenshot of the Blackboard login interface. The background is dark gray. At the top, the word "Blackboard" is written in white. Below it, the label "Username" is followed by a text input field containing "PTOTraining". Below that, the label "Password" is followed by a text input field with a blue border and masked characters "*****!". Below the password field is a "Sign In" button. To the right of the button is a link "Forgot Password?". At the bottom, there is a link "Create an Account". At the very bottom, small text reads "© 1997-2018 Blackboard Inc. All Rights Reserved." followed by links for "Help" and "Privacy and Terms of Use".

Blackboard

Username
PTOTraining

Password
*****!

Sign In

[Forgot Password?](#)

[Create an Account](#)

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[Help](#) [Privacy and Terms of Use](#)

Step 4

- The home page of the course will appear.
- Click on “20XX VAB Training” to view the modules page.

The screenshot shows a web application interface for the 'Real Property Appraiser Special Magistrate VAB Training' course. At the top, there are two tabs: 'Real Property Appraiser Special Magistrate VAB Training' (active) and 'About the VAB Training'. On the left, a dark sidebar contains a list of navigation items: 'Real Property Appraiser Special Magistrate VAB Training' (with a home icon), 'Real Property Appraiser Special Magistrate VAB Training' (with a document icon), 'About the VAB Training' (with a globe icon), '2018 VAB Training' (with a document icon and a red arrow pointing to it), 'Tools' (with a document icon), and 'Help' (with a document icon). The main content area is titled 'About the VAB Training' and contains two sections: 'Getting Started' with the text 'Click on "2018 VAB Training" to the left to get started.' and 'About This Training' with the text 'Who is required to take this training before conducting any VAB hearings?'.

Real Property Appraiser Special Magistrate VAB Training About the VAB Training

✕

▼ Real Property Appraiser Special Magistrate VAB Training

Real Property Appraiser Special Magistrate VAB Training

About the VAB Training

2018 VAB Training

Tools

Help

About the VAB Training


Getting Started

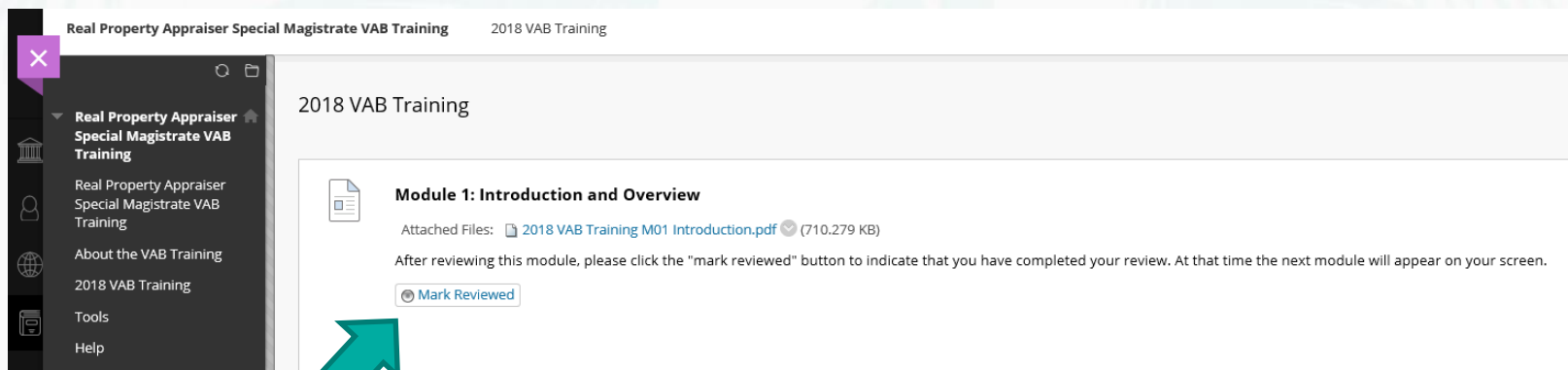
Click on "2018 VAB Training" to the left to get started.

About This Training

Who is required to take this training before conducting any VAB hearings?

Step 5

- This is the training modules page.
- Your screen should start with only “Module 1: Introduction and Overview” visible.
- **After** viewing each module, be sure to click the  button. Then the next module will appear on your screen.




The screenshot displays the '2018 VAB Training' interface. On the left is a dark sidebar with a navigation menu. The main content area shows 'Module 1: Introduction and Overview' with an attached PDF file '2018 VAB Training M01 Introduction.pdf' (710.279 KB). Below the file information is a 'Mark Reviewed' button. A large teal arrow points to this button. The interface also includes a top header with the training title and a bottom right corner with the Florida Department of Revenue logo.


Real Property Appraiser Special Magistrate VAB Training 2018 VAB Training

2018 VAB Training

Module 1: Introduction and Overview

Attached Files:  2018 VAB Training M01 Introduction.pdf (710.279 KB)

After reviewing this module, please click the "mark reviewed" button to indicate that you have completed your review. At that time the next module will appear on your screen.



If you **DO NOT HAVE** a Blackboard CourseSites account, then the following steps are for you.

Step:	Page:
1. Select your course	17
2. Register for account	18-19
3. Log in	20
4. Choose course	21
5. Navigate to training modules page	22
6. Complete training modules	23

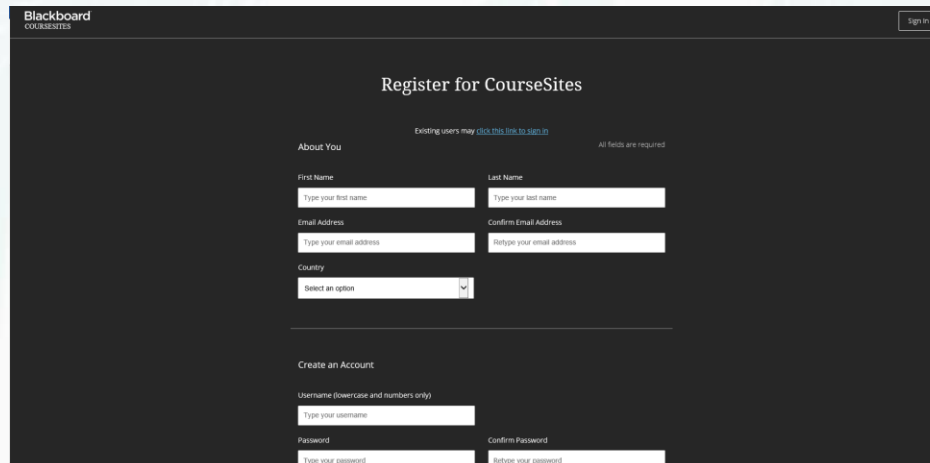
You may click on the name of the step to go straight to that step or scroll through the job aid.

If this does **not** describe your enrollment situation, please click [here](#) to go back to the Overview page.

Step 1

- Click on the course below you want to enroll in:
 - [VAB Training for Attorney Special Magistrates](#)
 - [VAB Training for Real Property Appraiser Special Magistrates](#)
 - [VAB Training for Tangible Personal Property Appraiser Special Magistrates](#)
 - [VAB Training for Value Adjustment Board Members and Board Attorneys](#)

The website should look like the image below:



The screenshot shows the Blackboard CourseSites registration page. At the top left is the Blackboard logo and 'COURSEsites'. At the top right is a 'Sign In' button. The main heading is 'Register for CourseSites'. Below this, a link says 'Existing users may click this link to sign in'. The form is divided into two sections: 'About You' and 'Create an Account'. The 'About You' section includes fields for First Name, Last Name, Email Address, and Country. The 'Create an Account' section includes fields for Username, Password, and Confirm Password. All fields are required.

Blackboard
COURSEsites

Sign In

Register for CourseSites

Existing users may [click this link to sign in](#)

About You All fields are required

First Name Type your first name

Last Name Type your last name

Email Address Confirm Email Address

Country Select an option

Create an Account

Username (lowercase and numbers only) Type your username

Password Type your password

Confirm Password Retype your password

Step 2

- Enter First Name, Last Name, and Email Address.
- Choose “United States” as the Country.
- Create a Username and Password. The username and password can be anything you choose.

About You All fields are required

First Name Type your first name	Last Name Type your last name
Email Address Type your email address	Confirm Email Address Retype your email address
Country Select an option	

Create an Account

Username (lowercase and numbers only) Type your username	
Password Type your password	Confirm Password Retype your password


Step 2 continued

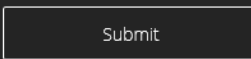
- Click the box next to “Terms of Use”.
- Click the box next to “I’m not a robot”. Follow the on-screen instructions.
- Click “Submit”.

Verification

☒ Yes, I agree to the [Terms of Use](#)

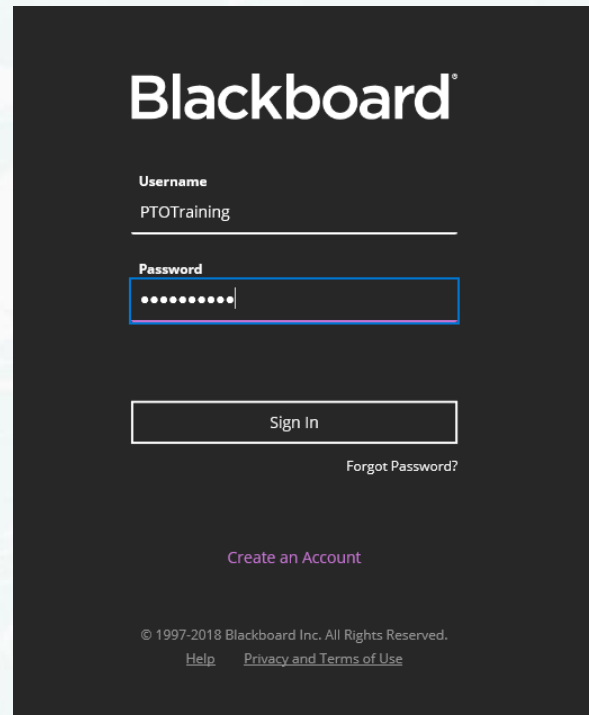
☐ Yes, sign me up for emails with exclusive industry insights, upcoming events and webinars, and updates on Blackboard's products and services.

☒ I'm not a robot 
reCAPTCHA
Privacy - Terms



Step 3

- Log in using the username and password that you just created.

A screenshot of the Blackboard login interface. The background is dark gray. At the top, the word "Blackboard" is written in white. Below it, there are two input fields: "Username" with the text "PTOTraining" and "Password" with a masked password of ten dots. A blue border highlights the password field. Below the fields is a white "Sign In" button. Underneath the button is a link that says "Forgot Password?". At the bottom, there is a link that says "Create an Account". At the very bottom, there is a copyright notice: "© 1997-2018 Blackboard Inc. All Rights Reserved." followed by links for "Help" and "Privacy and Terms of Use".

Blackboard®

Username
PTOTraining

Password
••••••••••

Sign In

[Forgot Password?](#)


[Create an Account](#)


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[Help](#) [Privacy and Terms of Use](#)


Step 4


- Click on the title of the course.


Blackboard


 Institution Page


 PTO Training


 Activity Stream


 **Courses**


 Organizations

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Courses

Current Courses ▼

Filter All Courses ▼

Assorted Dates

Attorney Special Magistrates VAB Training Original Course View
[Multiple Instructors](#) | More info ▼

Real Property Appraiser Special Magistrate VAB Training VAB Training | More info ▼

Tangible Personal Property Appraiser Special Magistrates VAB Training Original Course View
VAB Training | More info ▼

Value Adjustment Board Members and Board Attorneys VAB Training Original Course View
VAB Training | More info ▼

Step 5

- The home page of the course will appear.
- Click on “20XX VAB Training” to view the modules page.

Real Property Appraiser Special Magistrate VAB Training About the VAB Training

Real Property Appraiser Special Magistrate VAB Training

Real Property Appraiser Special Magistrate VAB Training

About the VAB Training

2018 VAB Training

Tools

Help

About the VAB Training


Getting Started

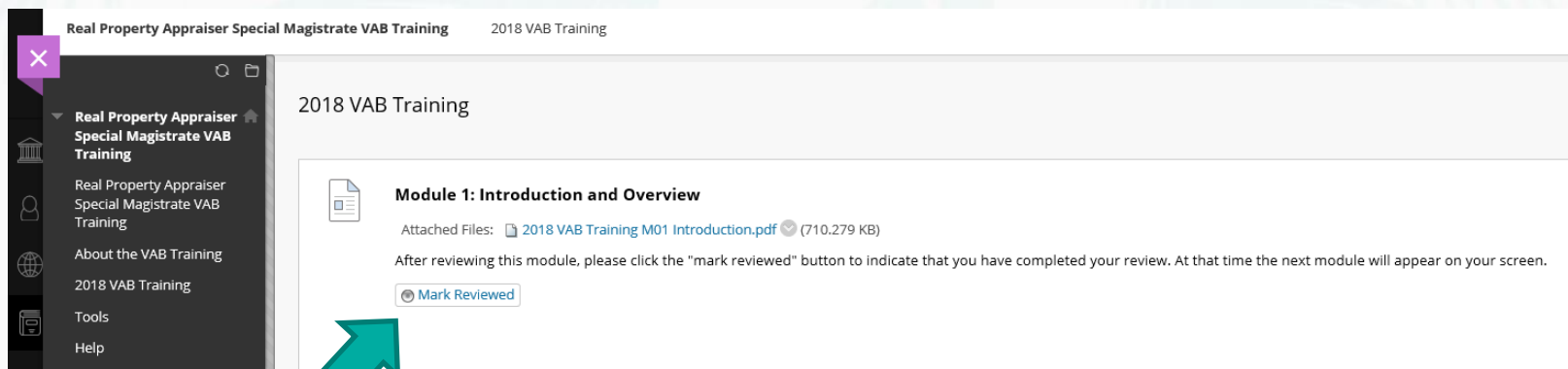
Click on "2018 VAB Training" to the left to get started.

About This Training

Who is required to take this training before conducting any VAB hearings?

Step 6

- This is the training modules page.
- Your screen should start with only “Module 1: Introduction and Overview” visible.
- **After** viewing each module, be sure to click the  button. Then the next module will appear on your screen.



The screenshot displays the '2018 VAB Training' interface. On the left is a dark sidebar with a navigation menu containing icons and text for 'Real Property Appraiser Special Magistrate VAB Training', 'Real Property Appraiser Special Magistrate VAB Training', 'About the VAB Training', '2018 VAB Training', 'Tools', and 'Help'. The main content area is titled '2018 VAB Training' and features a document icon next to the heading 'Module 1: Introduction and Overview'. Below this, it lists an attached file: '2018 VAB Training M01 Introduction.pdf (710.279 KB)'. A paragraph of text follows: 'After reviewing this module, please click the "mark reviewed" button to indicate that you have completed your review. At that time the next module will appear on your screen.' At the bottom of this section is a 'Mark Reviewed' button with a circular icon. A large teal arrow points from the bottom left towards this button.

The End!

- If you have any issues with logging in, please contact the Blackboard CourseSites Customer Support [here](#).
- If you have any questions about VAB Training, please email VABTraining@floridarevenue.com