

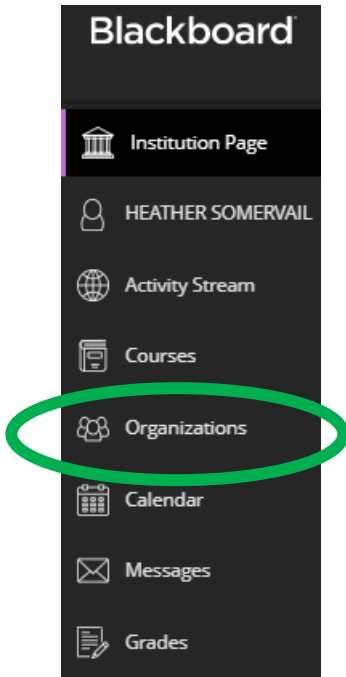
Accessing the ODU Annual PCard Training in Blackboard for Returning Users

ODU Annual PCard Training is housed in a self-enroll Blackboard Organization called **ODU Procurement Services Training**. Cardholders and Approver/Reviewers may enter this area using their Midas ID & password.

The training is a module, with the quiz available after you view the training presentation and mark it as viewed. Users must get 100% of the answers correct to meet the training requirement.

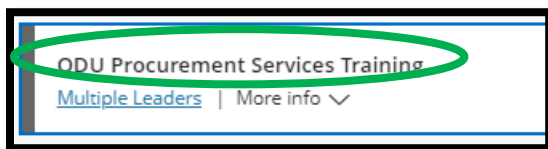
STEP 1

Log in to ODU's Blackboard with your Midas ID & password. Click on the "Organizations" tab on the left side menu.



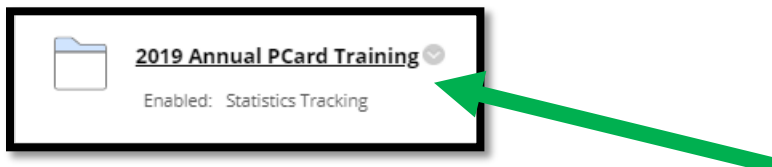
STEP 2

Locate the "ODU Procurement Services Training" organization and click on it.



STEP 3

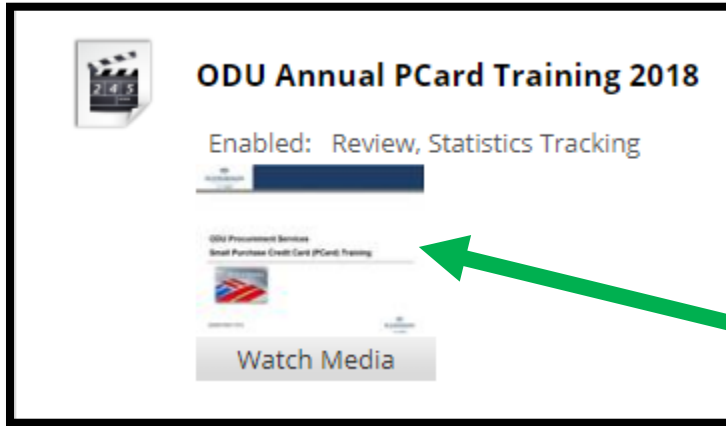
You will be taken to the Training area. Click on the most recent year's Annual PCard Training folder.



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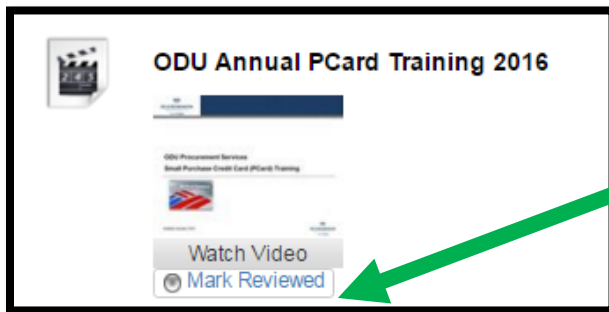
STEP 4

In the folder, you will see the training video. Click and watch.



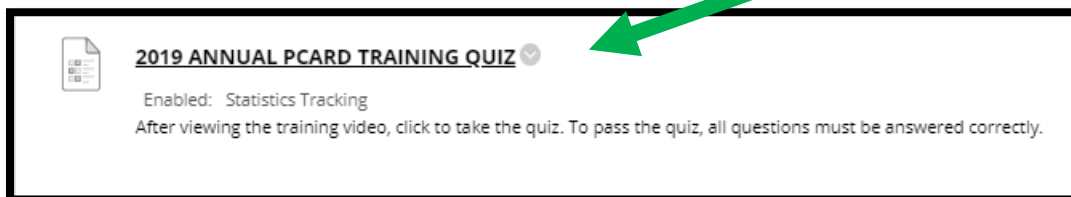
STEP 5

After watching the training, close the video window and return to the Bb page where you clicked to watch the video. (You may need to click **Mark Reviewed** for the training quiz to become visible.)



STEP 6 – Taking the Quiz

1. Click current year's **ODU Annual PCard Training Quiz**.

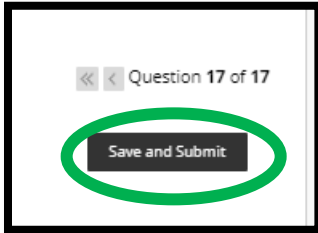


2. The instructions page will open. Click **Begin** at the bottom right of the Instructions box to start the quiz.

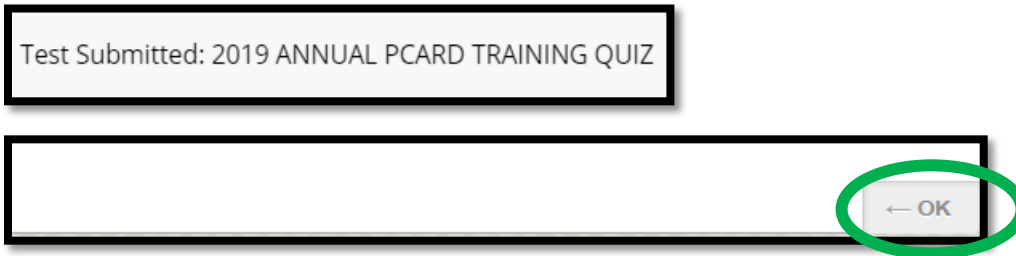
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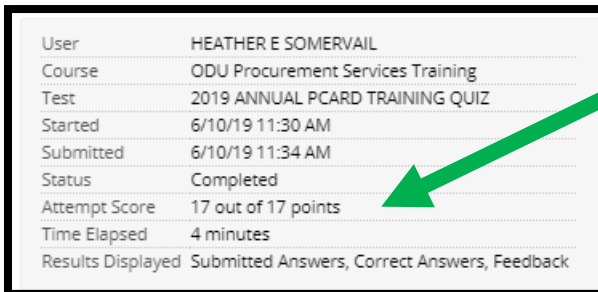
3. After answering all questions, click **Save and Submit** in the bottom right hand corner.



4. A page confirming the test was submitted will appear. To view the results of the quiz, click **OK** in the bottom right corner.



5. The **Review Test Submission** page shows the results of the test.
(100% requirement - All questions must be answered correctly for the quiz to count. If you need to retake the quiz, click **OK** at the bottom of the page to return to the training module.)

A screenshot of the 'Review Test Submission' page. It contains a table with the following data:

| | |
|-------------------|--|
| User | HEATHER E SOMERVAIL |
| Course | ODU Procurement Services Training |
| Test | 2019 ANNUAL PCARD TRAINING QUIZ |
| Started | 6/10/19 11:30 AM |
| Submitted | 6/10/19 11:34 AM |
| Status | Completed |
| Attempt Score | 17 out of 17 points |
| Time Elapsed | 4 minutes |
| Results Displayed | Submitted Answers, Correct Answers, Feedback |

A green arrow points from the top right towards the 'Attempt Score' row.

6. If you would like additional verification of 100% on your quiz attempt, click on My Grades in the left side menu.

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Home Page 

Information  

Training

Discussions 

Roster 

Tools

Help

My Grades

