



Learner Quick Start Guide for Blackboard

Welcome to the FHWA National Highway Institute's (NHI) Learner Quick Start Guide! Whether you're new to Blackboard or need a quick refresher, this guide will help you get started with ease.

How to Register for a Blackboard Account

Access NHI's expansive **Course Catalog** and a range of resources and tools available by following these steps.

1) Step-by-Step Guide on Account Creation

- a. Visit NHI's website at <https://highways.dot.gov/nhi/nhi-training> for a detailed step-by-step guide on account creation. This webpage includes a downloadable guide for easy reference. You need to create Login.gov and Blackboard accounts, utilizing the same email for both. This is a crucial step, linking the two accounts for Blackboard access.
- b. If you're an FHWA employee, please contact NHI Customer Service at NHICustomerService@dot.gov to have your Blackboard account created. Once registered, you'll use your PIV and FAA My Access to sign in to the system.

How to Register for an NHI Course on Blackboard:

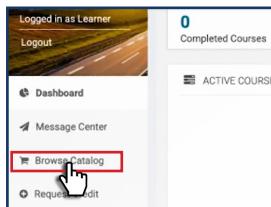
Follow these simple steps to register for an NHI course on the Blackboard Learning Management System (LMS).

1) Go to your Learner Dashboard:

- Log in to Blackboard at <https://fhwanihi.geniussis.com/PublicWelcome.aspx> and navigate to your **Learner Dashboard**.

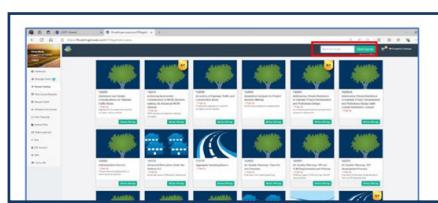
2) Browse the NHI Course Catalog:

- On the left-hand side, click the **“Browse Catalog”** button to access the **NHI Course Catalog**.



3) Search for Your Course:

- Enter the course number in the **Find Course** search box at the top of the page to find a specific course.
- Or use the **Advanced Filters** to narrow the course options by program area or delivery method.

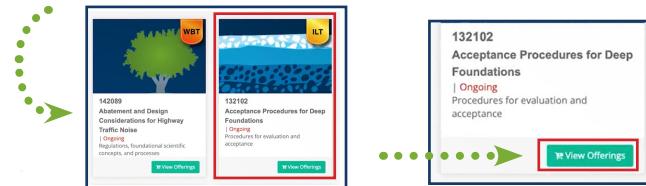




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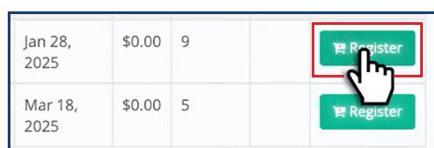
4) View Course Offerings:

- Once you've found the course you're interested in, select the training and click "**View Offerings**" to see details and available opportunities.



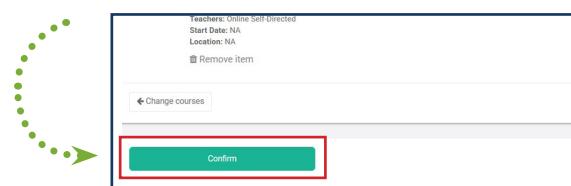
5) Select Your Course Option to Register:

- Choose the course option that works with your schedule and click "**Register**."



6) Complete Your Registration:

- Once registered, click "**Proceed to Check Out**" at the top right of the dashboard to finalize your registration. If applicable, select a **Payment Method** or "**Confirm**" at the bottom of the page.

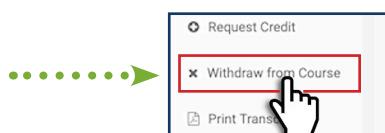


7) Confirmation:

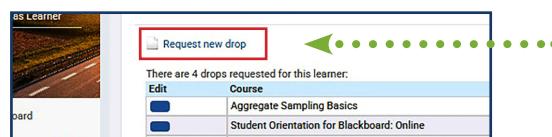
- You'll receive a registration confirmation email once you've successfully enrolled.

8) Need to Drop a Course?

- Navigate to the left side of your dashboard and select "**Withdraw from Course**."



- Click "**Request New Drop**," choose the course you wish to drop, and select the reason from the dropdown menu.



9) No Scheduled Sessions for a Course of Interest?

- If there are no current offerings, check back later for updates, or contact **NHI Customer Service** at NHICustomerService@dot.gov for hosting opportunities across the United States and beyond.



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How to Manage Your Blackboard Courses

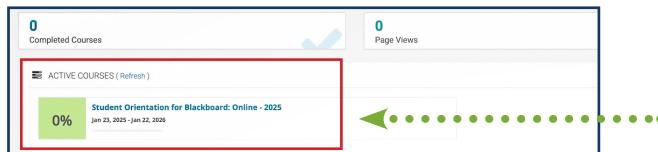
Learn how to manage your active courses and keep track of your progress.

1) Go to your Learner Dashboard:

- Log in to Blackboard and navigate to your **Learner Dashboard**.

2) Active Courses:

- On your dashboard, you'll see a list of your **Active Courses**. These are the courses you are currently enrolled in.



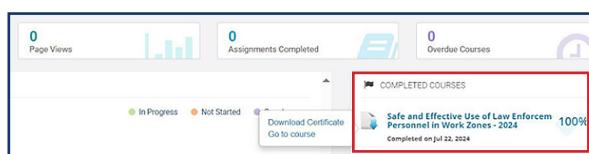
3) Refresh Your Active Courses:

- If your active courses are not showing, click the “**Refresh**” button at the top left of the **Active Courses** section.



4) Completed Courses:

- All completed courses are displayed under **Completed Courses** in the upper-right section of your dashboard. You'll be able to download course completion certificates and view your Continuing Education Units.



- To download a certificate, select the completed course and click “**Download Certificate**.” Choose “**Open**” or “**Save as**” to download a PDF certificate file.



5) Recommended Course:

- Every learner may take the **Student Orientation for Blackboard: Online** (Course 000101) to familiarize themselves with the platform and learn helpful tips for managing your courses so you can excel in enhancing your industry knowledge.

Preferred Device to Access Blackboard

For streamlined access to your Blackboard LMS courses, tools, and resources, it is highly recommended to utilize your desktop computer or laptop for an optimum user experience.



Need Help?

If you have questions or need assistance with your Blackboard account, the NHI Customer Service team is here to help. Email NHICustomerService@dot.gov or call 1-877-558-6873. For additional information and instructions, demonstration videos are available within Blackboard.