CHW Instructor Class

Logging In

1. Sign-in to http://tamhsc.blackboard.com using your username and password that you set up when registering for the course.

2. Click on the “Courses” tab from the top right menu bar. The CHW Instructor course (e.g. CCHD.INSTCERT.SPRING2015: CCHD Instructor Certification Spring 2015) should be available. When you select this course, it should direct you to “Class Materials” page.
Taking the course:

1. This course is divided into nine modules. There will be course videos and a discussion board post associated with each module.

2. Open each module by clicking on the folder for that module.
3. Access the videos by clicking on the “Course Videos” folder.

4. Open each video by clicking on its title. Please watch the videos in the order they are listed.
5. After watching the course videos, return to the lesson. Click the language link ("English" or "Spanish") from the top menu bar to return to the main lesson page.

Posting on the Discussion Board

1. To post on the discussion board, make sure that you are on the “Class Materials” page. On the right hand side of the “Class Materials” page, click on the “Discussion Board” link.
2. Once on the “Discussion Board”, click on the discussion forum that you are to post on. For example, “Introduction Module: Introductory Activity”.

3. Click on “Create Thread”.
4. Write your title of your discussion forum on the “Subject” line and body on “Message”, and once you are done, click “Submit”.

Discussion Board – Responding to a post

1. Once on the “Discussion Board”, click on the discussion forum that you would like to post on. For example, “Introduction Module: Introductory Activity”.

[Image of Discussion Board with highlighted forum]
2. Click on the forum that you would like to respond to. For example, “Introduction Andra Cobb” by author “Andra Cobb”.

3. Click on “Reply”
4. Write your reply on the area designated under “Message” and then click on submit when you are done responding to your classmate’s discussion forum.

Submitting Homework

1. You can find a list of all homework assignments posted in the “Handouts” folder for each module:
2. To submit a homework assignment, first make sure you are on the “Core Competency Training Modules” page. Then, click on the “Assignment Submission” on the blue column on the left hand side of the page.

3. Click on the assignment link that you will be submitting homework for (e.g., Teaching)
4. Click on the homework assignment link for the homework that you will be submitting (e.g. Teaching PowerPoint).

5. If you are going to upload your assignment, click on “Browse My Computer” and upload your assignment and then click on “Submit”. 
6. If you have multiple documents to upload for that particular assignment or if you uploaded the incorrect document, you can upload an assignment multiple times. Click on “Start New”. In addition, you can review your submission by clicking on “Submission”.

![Image of Review Submission History: Teaching PowerPoint](image-url)