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.

![ODU Annual PCard Training Video](image)

**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.)

![ODU Annual PCard Training Quiz](image)

**STEP 6 – Taking the Quiz**
1. Click current year’s **ODU Annual PCard Training Quiz**.
   ![2019 Annual PCard Training Quiz](image)

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

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