## DIRECTIONS

1) Read each topic note.
2) Watch each video.
3) Complete every quiz.
4) Submit all assignments.
5) Complete every survey.

On quizzes, **you must obtain a certain score** in order to advance. If you don’t, don’t worry. Just read the feedback clues and take the quiz as often as you need.

### Module: Welcome to PMI
- Watch About PMI
- Read the Instructor Guidelines
- Submit the New Hire Forms
- Complete the About PMI Quiz

### Module: Course Materials
- Read System Check
- Read Email and Portal
- Read Library and Textbooks
- Complete the Course Materials Quiz

### Module: Online Courses
- Watch Introduction to Blackboard
- Watch Inside an Online Course – Navigation Menu
- Watch Inside an Online Course – Control Panel
- Complete the Online Courses Quiz

### Module: Getting Help
- Watch Getting Help
- Review the Support Flow Chart
- Complete the Getting Help Quiz

### Module: Before Courses Begin
- Watch Course Setup
- Review Course Setup Checklist
- Complete Course Setup Quiz

### Module: Course Management
- Watch Evaluations
- Read Lesson Wrap-Up
- Complete Course Management Quiz

### Module: Dealing with Potential Issues
- Watch Managing Late Assignments
- Watch SafeAssign
- Read Plagiarism
- Complete Issues Quiz

### Module: FERPA
- Watch FERPA Basics
- Complete FERPA Quiz

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**Questions?**
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