Instructions for the 2012-2013 Operating Budget Training on Blackboard

Overview

The 2012-2013 Operating Budget Training consists of 7 topics. For each topic, there is a set of training materials and a skills assessment consisting of 5 matching, multiple choice, or true/false questions. Anyone is welcome to view the materials and/or complete the assessments. While fiscal personnel who have previously completed the training are not required to participate in this year’s training, those who have not yet completed the training are required to do so before being granted access to the FSU Operating Budget Application. To complete the training, participants must score at least 80% on each of the 7 skills assessments by July 3, 2012.

The average time to complete the online training is one to two hours. Participants can complete it in one sitting, or can complete it one topic at a time as their schedules allow.

If you are unsure as to whether or not you need to complete the training or if you need assistance, please contact a member of the Budget Office staff. Contact information is available at http://www.budget.fsu.edu.

Accessing the Budget Office Organization on Blackboard

Open Internet Explorer. (Other web browsers may cause errors.) In the address box at the top of your web browser, enter http://campus.fsu.edu/budgetofficeenroll (if you have not previously visited Budget Office Training) or http://campus.fsu.edu/budgetoffice (if you are already enrolled).

If prompted to do so, log in to campus.fsu.edu.

If necessary, follow the instructions to enroll in the organization.
Viewing the Training Materials

Click on a topic link to access the related training materials and skills assessment.

Open the training materials by clicking on the .pdf link.

Use the arrows to navigate between pages. If you would like to print the materials, click on the printer icon.
Completing the Skills Assessments

Click on the link to the skills assessment. Follow the instructions provided in Blackboard as you proceed.

Once you reach the Review Assessment screen, make note of your score. (If needed, you may retake the assessment an unlimited number of times.) Click the OK button to exit the Review Assessment screen.

To review your skills assessment scores for all topics, click the My Scores link.