

How to Self-enroll in the Online Student Blackboard Training Course at UHCL

UHCL has several cases in which Blackboard is used to deliver and/or support non-credit classes, support campus committees, or to provide resources or training to various groups and users across the campus. We refer to these instances as Blackboard “workgroups.” Some workgroups enable users to self-enroll as Students. This tutorial will demonstrate how to locate the Online Student Blackboard Training course with the self-enroll option and how to add yourself to it as a Student. **NOTE: Self-enroll is NOT used for any credit courses nor is it used for all workgroups.**

1. Log into Blackboard using your PCLAB username and password (This is the same username and password used to log into any computer on the UHCL campus).
2. Click on the **Courses** tab.



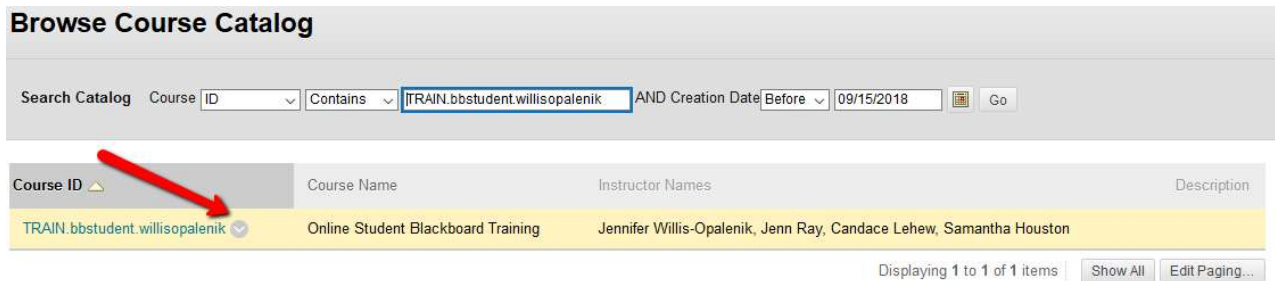
3. Click **Browse Course Catalog**.



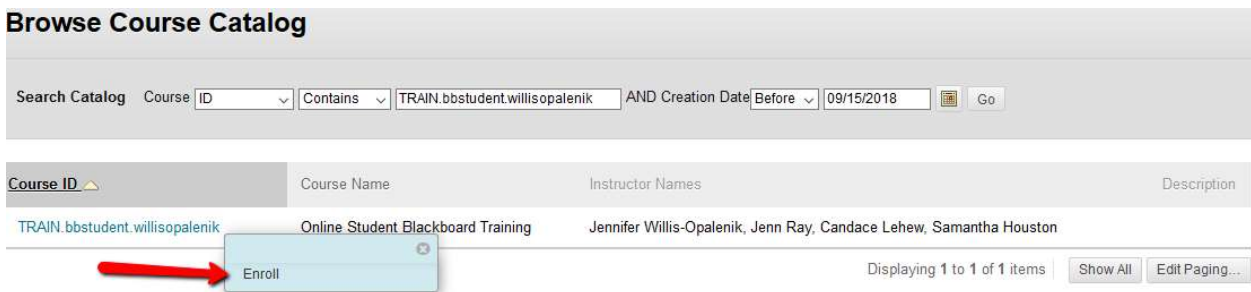
4. Search for the course by Name, ID, Description, or Instructor, then click **Go**. For best results, select “ID” from the first drop down menu, and then enter the Course ID, TRAIN.bbstudent.willisopalenik, in the search bar, then click **Go**.



5. Click on the Options Menu icon next to the course you want (mouse over the Course ID and the downward facing chevron should appear to the right).



6. Click **Enroll**.



7. Read over the information about the course to make sure it is the correct course, then click **Submit**.

Self Enrollment

ENROLL IN COURSE: ONLINE STUDENT BLACKBOARD TRAINING (TRAIN.BBSTUDENT.WILLISOPALENIK) _____

Instructor: Jennifer Willis-Opalenik, Jenn Ray, Candace Lehew, Samantha Houston
Description: Online Student Blackboard Training Course
Categories: Education:Higher Education

*Click **Submit** to proceed. Click **Cancel** to go back.*

8. A success screen should appear. Click **OK** and you will enter the course.

Self Enrollment

Action Successful: Success: Enrollment in Online Student Blackboard Training (TRAIN.bbstudent.willisopalenik) as eehoustonsam processed.
Click **OK** to continue.
Friday, September 14, 2018 10:46:21 AM CDT