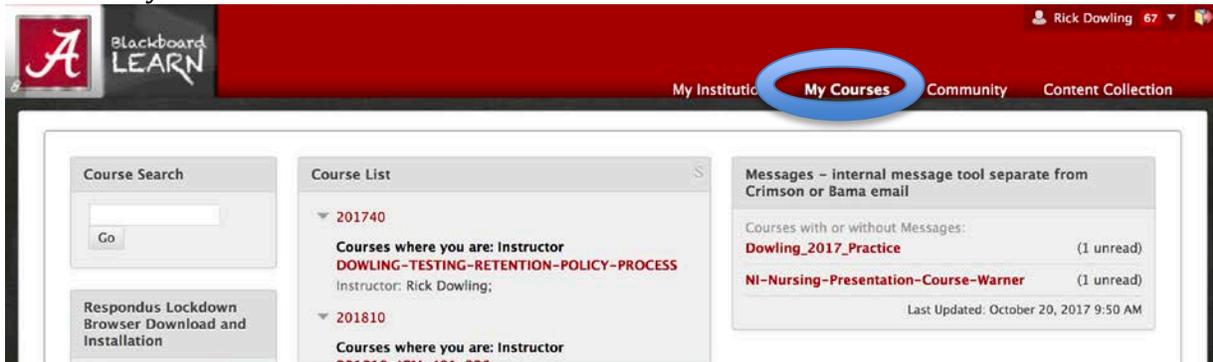


How to Self-enroll in a Blackboard Course

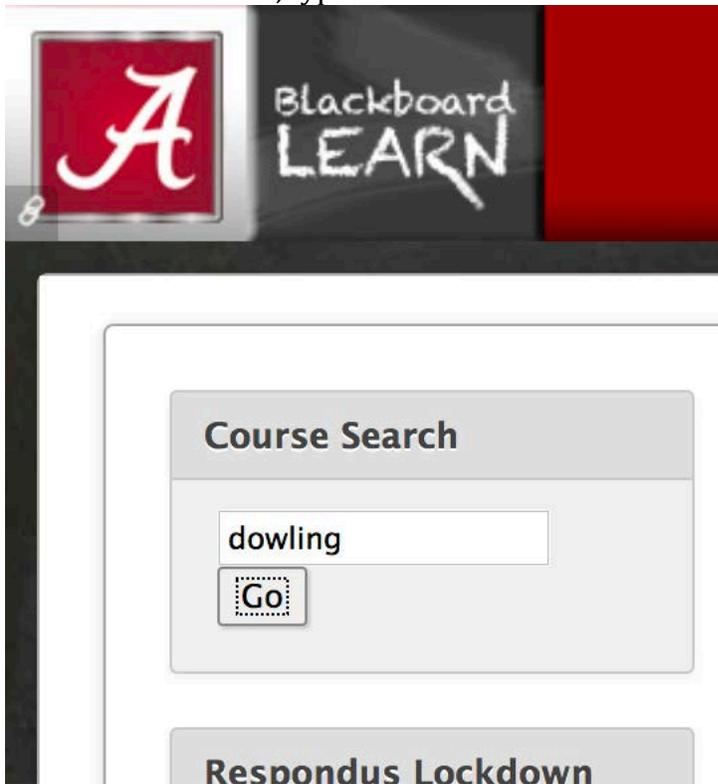
While most of The University of Alabama's Blackboard courses have students automatically enrolled in them, some of UA's Blackboard courses allow for students to self-enroll. This tutorial illustrates the Blackboard self-enroll process. In this example, we will self-enroll in the Dowling 2017 Practice Course.

How to self-enroll:

- Click on My Courses in Blackboard



- Go to Course Search, type in the course name and click Go.



- Look for the name of the course in the list.

The screenshot shows the Blackboard Learn interface. At the top, there is a navigation bar with 'My Institution', 'My Courses', 'Community', and 'Content Collection'. Below this is the 'Course Catalog' section. A search bar is visible with the following criteria: 'Course Name' contains 'dowling' AND 'Creation Date' is 'Before' 10/21/2017. Below the search bar are sections for 'Browse Categories' and 'Browse Terms', both with dropdown menus set to '--unspecified category--' and '--unspecified term--' respectively. The main content is a table of search results.

Course ID	Course Name	Instructor Names	Description
20128C1-2_Rick_Dowling	Dowling Practice Course for Boot Camp1-2	Rick Dowling	
2012Dowling	Rick Dowling Practice Course	Rick Dowling	
DOWLING-TESTING-RETENTION-POLICY-PROCESS	DOWLING-TESTING-RETENTION-POLICY-PROCESS	Rick Dowling	
NI-2015-GTA-Workshop-Dowling	2015-GTA-Workshop-Dowling	Rick Dowling, bbsupport bbsupport	
NI-2016-Dowling-Practice	2016-Dowling-Practice	Rick Dowling	
NI-Aug_19_Dowling_Practice	Aug_19_Dowling_Practice	Rick Dowling, Katie Johnson	
NI-Dowling-Archive-Practice-Course	NI-Dowling-Archive-Practice-Course	Rick Dowling	
NI-Dowling-Course_Restore	Dowling-Course_Restore	Rick Dowling	
NI-Dowling-July_2016_Practice	Dowling-July_2016_Practice	Rick Dowling	
NI-Dowling-May_2016_Practice	Dowling-May_2016_Practice	Rick Dowling	
NI-Dowling_2014_Practice	Dowling_2014_Practice	Rick Dowling	
NI-Dowling_2015_practice	NI-Dowling_2015_practice	Rick Dowling	
NI-Dowling_2017_Practice	Dowling_2017_Practice	Rick Dowling	
NI-Dowling_Fall_2014_Practice	Dowling_Fall_2014_Practice	Rick Dowling	
NI-Dowling_Sep_2014_Practice	Dowling_Sep_2014_Practice	Rick Dowling	
NI-Dowling_archive_practice	Dowling_archive_practice	Rick Dowling	
NI-Practice-Assessments-Rick	Practice Assessments Rick Dowling	Rick Dowling	
NI-RDOWLING-TURNINGTECH-RESPONSEWARE	NI-RDOWLING-TURNINGTECH-RESPONSEWARE	Rick Dowling	

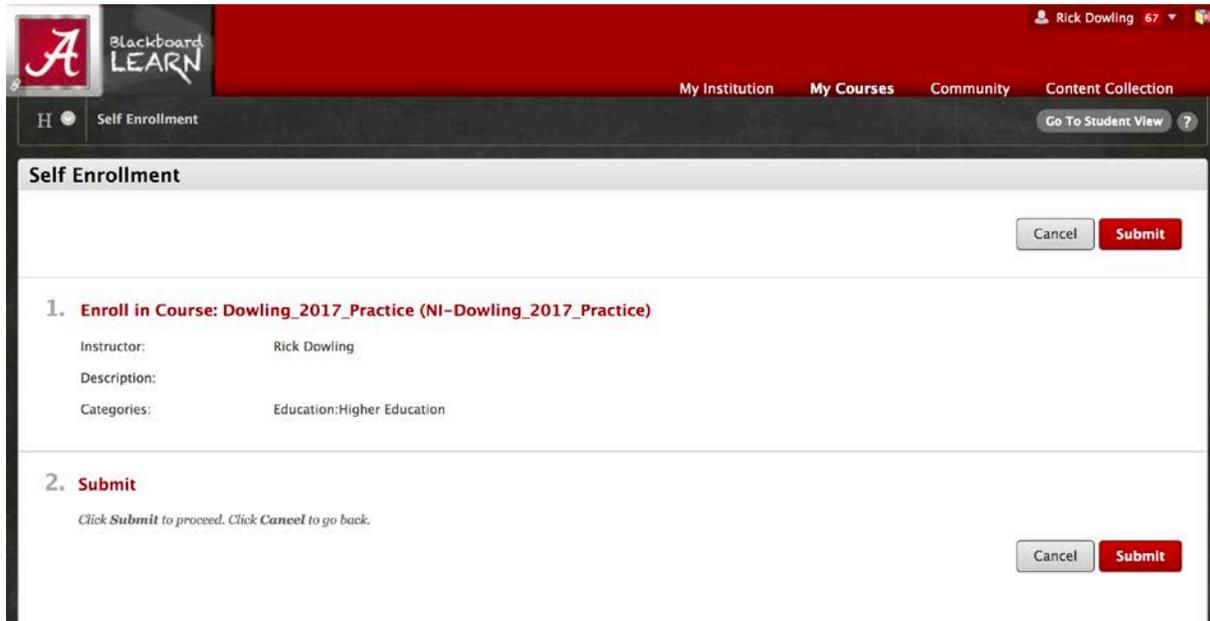
At the bottom right of the table, it says 'Displaying 1 to 18 of 18 items' with buttons for 'Show All' and 'Edit Paging...'.

- Click on the action link button to the right of the course under Course ID and click Enroll.

This image is a close-up of the table from the previous screenshot. The row for 'NI-Dowling_2017_Practice' is highlighted in yellow. A mouse cursor is hovering over the 'Enroll' button located to the right of the course name. The table columns are 'Course ID', 'Course Name', and 'Instructor Names'.

NI-Dowling_2015_practice	NI-Dowling_2015_practice	Rick Dowling
NI-Dowling_2017_Practice	Dowling_2017_Practice	Rick Dowling
NI-Dowling_Fall_2014_Practice	Dowling_Fall_2014_Practice	Rick Dowling
NI-Dowling_Sep_2014_Practice	Dowling_Sep_2014_Practice	Rick Dowling
NI-Dowling_archive_practice	Dowling_archive_practice	Rick Dowling

- You should see the name of the course and the instructors listed.



- Click Submit
- You will see a success message. Click OK.
- You are now enrolled in the course.

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

Last updated 20 October 2017