

“Enrolling” in your Blackboard Course

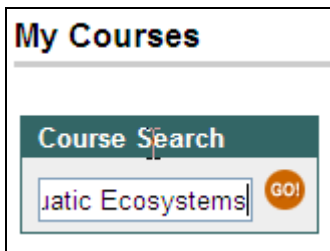
In the new version of MSU Blackboard, an instructor could ask you to “enroll” in their course on Blackboard. The word “enroll” is a bit confusing, but don’t panic! All the instructor is asking you to do is find the Blackboard course that corresponds to their class and add yourself to it. If you’ve done this before at MSU, this new version of Blackboard is a little different, so make sure you read the directions below:

Make sure you have a copy of your Course Schedule before you begin!

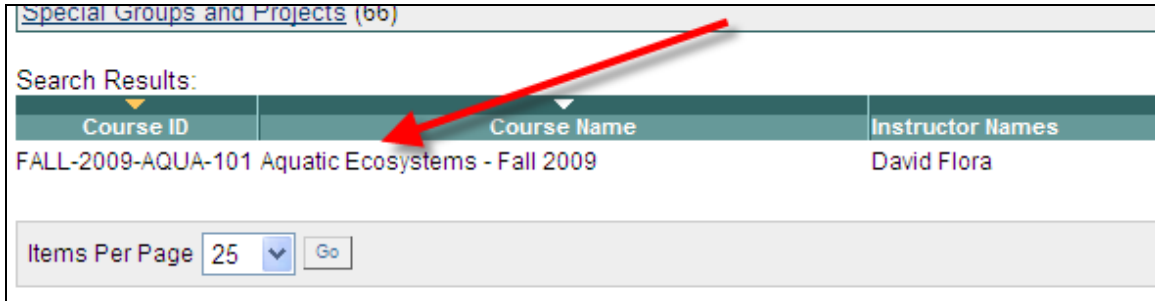
1. **Log into Blackboard.**
2. **Click on the “My Courses” tab at the top of the page.**



3. **See the “Course Search” box on the left of this page?** In that box, type the NAME or the course ID for the class. So, if you are looking for AQUA-101 “Aquatic Ecosystems”, you could type in “Aquatic Ecosystems” or AQUA 101 and when you click “Go”, every Blackboard course with that phrase in its name would appear.



4. **Make sure to scroll all the way to the bottom of the page to see the results.** At first, all you will see is a bunch of folders by department. The courses that match your search result will be at the bottom of the page.

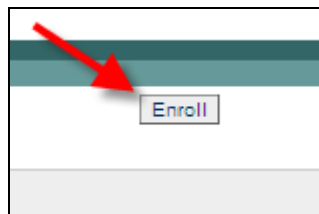


Special Groups and Projects (66)		
Search Results:		
Course ID	Course Name	Instructor Names
FALL-2009-AQUA-101	Aquatic Ecosystems - Fall 2009	David Flora

Items Per Page: 25

5. **If you see the course you are looking for:**

- a. Does it have an “Enroll” button to the right of the name? If it does, click on it and a page with summary information about the course will appear. If you’re sure that this is the course you’re looking for, click the “Submit” button and you’re enrolled in the Blackboard Course!



- b. If the course does NOT have an “Enroll” button, or if you don’t see your course listed at all, contact your course instructor by email or phone and ask what they would like you to do.

If you have problems with Blackboard, call the Technology Support Center at 606-783-5000.