



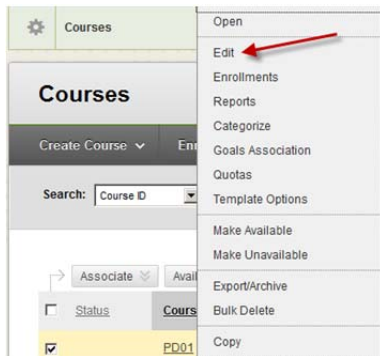
Course Catalogue for Self-Enrollment

Objective is to allow any Blackboard Users (Staff/Faculty) to do Self-Enrollment in a Blackboard Course. This involves two processes to be carried.

1. **Step 1: Self-Enrollment Setup for a Course by Admin**
2. **Step 2: Self-Enrollment to a Course by Staff/Faculty**

Step 1: Self-Enrollment Setup for a Course by Admin

1. Administrator can enable the course for Self-Enrollment
2. Login to Blackboard as System Admin
3. Go to System Admin Tab -> Courses
4. Search for the Course ID you want to enable for Self-Enrollment. Click on the arrow and click Edit.



5. Go to Enrollment Options and provide the settings as below.

- Date range can be given for the Self-Enrollment to be available.
- Password can also be provided for the user to make Self-Enrollment.

8 Enrollment Options

Instructor / System Administrator

Allow Students to Email Enrollment Requests to the Instructor

Self Enrollment

Start Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

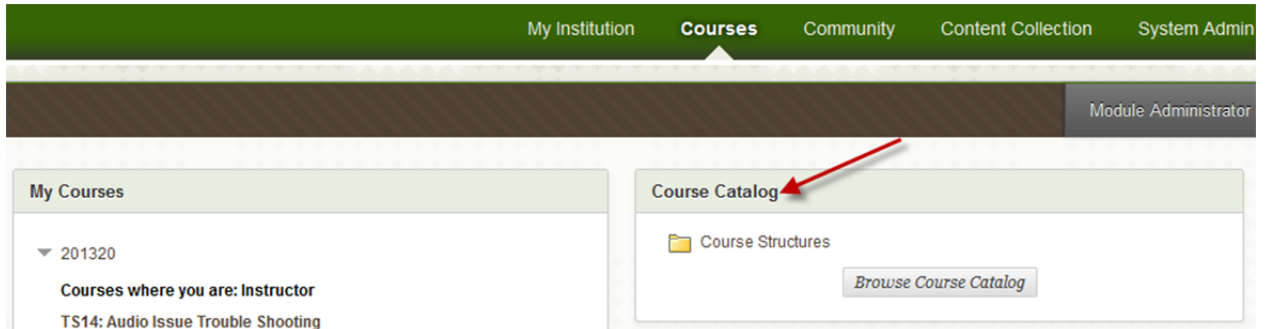
Require Access Code to Enroll



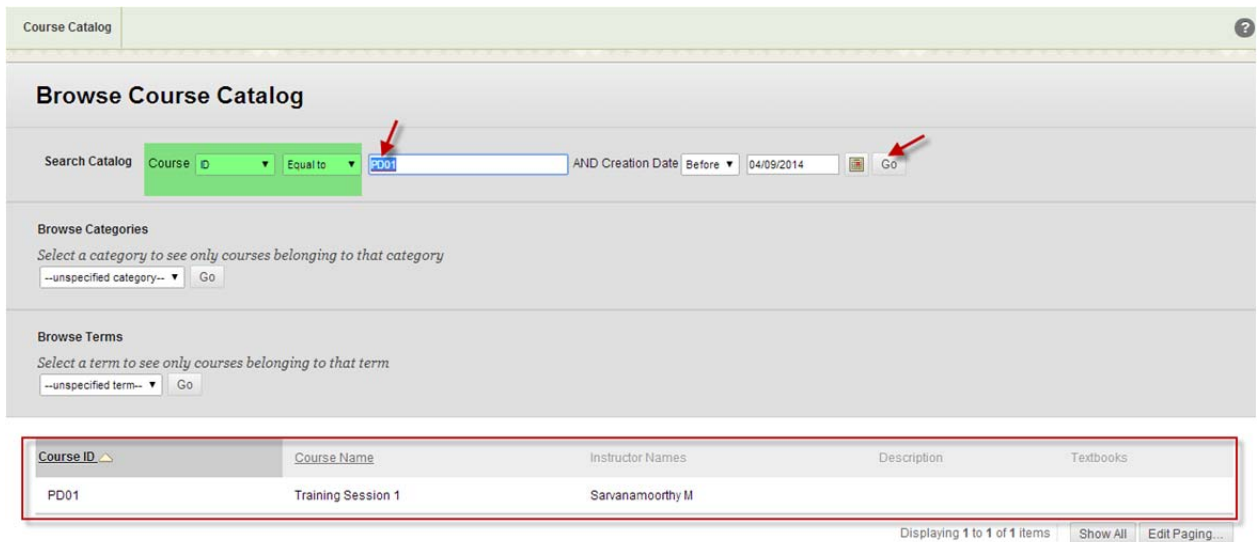
6. Click Submit.
7. Share the Course ID, Access Code and below Steps to do Self-Enrollment with the Staff/Faculty.

Step 2: Self-Enrollment to a Course by Staff/Faculty

1. Click Submit.
2. Login to Blackboard as Staff/Faculty
3. Go to Courses tab
4. Look for Course Catalog Module and then Click Browse Catalog

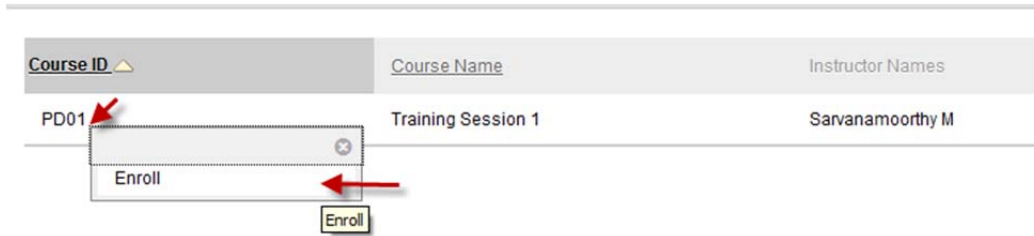


5. Type the Course ID you are provided with and select the filters as shown below and Click Go. You will list with the Course you searched for.

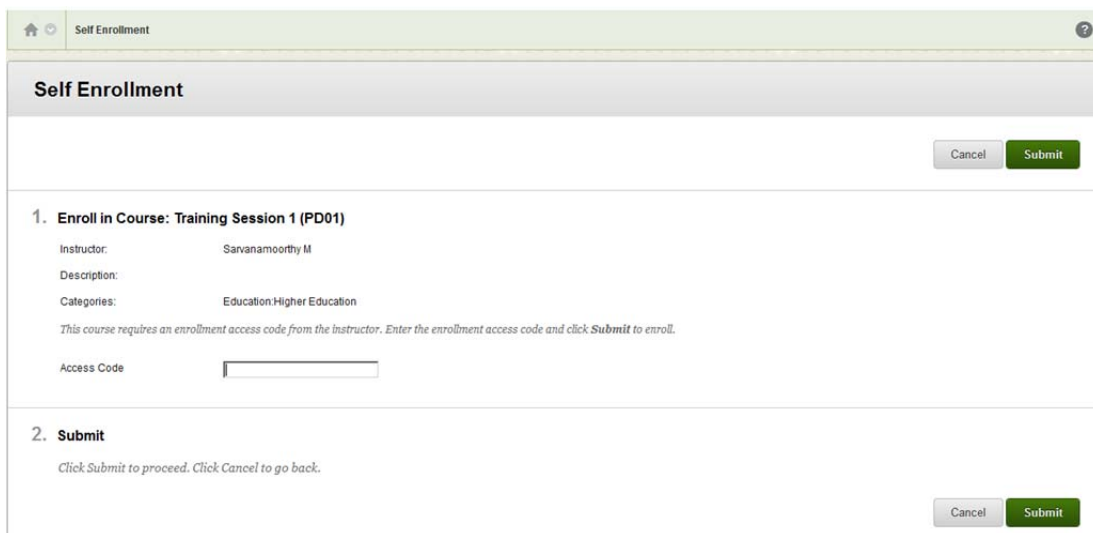




6. Now click on the arrow next to course id and Click Enroll.



7. Type the Access Code you been provided with and Click Submit.



8. Now you are enrolled into the course as Student. You will get the message like below:



9. Click Ok.

10. You will be taken inside the enrolled Course.

11. Also, this Course will be listed in your Course List under your Courses Tab.