Enrolling in a Blackboard Course

1. Log in to Blackboard http://bb.desales.edu/

2. Select the "Courses" tab.

3. Search for the course you wish to enroll in by typing the course ID in the Course Search box. Select “Go.” NOTE: The ID entered in the example below is a fictitious course. Enter the course ID of the course you are searching for.

4. Select “ID” from the “Name” drop-down list as shown below.

5. Verify that the course ID is entered in the text box as shown below and select “Go.”

6. Scroll down to bottom of page to view search results and select “Enroll” by the appropriate course.
7. The self enrollment screen will appear.
8. Select "Submit"
9. Your enrollment will be verified.
10. Select "OK"
11. You will be taken to the course in which you just enrolled.
12. By clicking on the "Courses" tab you will see that the course has been added to your course list.
13. By clicking on the "Welcome Page" tab, you will see the course listed under "My Courses."
14. Enter the course and start by reading the instructions on the announcements page.