Self-enroll into a Course or Organization

1. Login to Blackboard, click on the My NSU Blackboard Tab at the top of the page.

2. On the Course Search module, type the Course Name to search. You don’t need to type the entire course name. For example if the course name is “Blackboard 101 – Student Orientation”, you can search the course by keyword of “Orientation”. If the course name is “Faculty Certification Program for Teaching Online Courses”, you can search the course by keyword of “Certification”. All courses whose course names contain this keyword will return.
If the searched shell is an organization, you can use **Organization Search** module under **My NSU Blackboard** tab. Please type organization name in this case.

3. If the returned list does NOT include the course shell you try to find or the returned list is too long, in the **Browse Course Catalog** page, you can search catalog by course **ID** again. For example for course ID: SEL-901 (course name: Faculty Certification Program for Teaching Distance Education Courses), you can use the course ID “SEL-901” as your criteria and click **Go** to search again.

If you know your instructor’s name, you can search your course by instructor’s last name or first name and click **Go**.

If you want to get all courses for a particular term, you can search by term information.
If the searched shell is an organization and the returned list does NOT include the organization shell you try to find, similar to the Browse Course Catalog, in the Browse Organization Catalog page, you can search catalog by organization ID, Name, Description, Leader or Term again.

4. In the returned course or organization list, mouse over the found course or organization ID. A small gray arrow will show up at the right of the course ID or organization ID. Click the small gray arrow that appears. If you are searching SEL-901, a small gray will show up at the right of the course SEL-901 after you find it in the returned list.

5. Select Enroll from the drop down menu.
6. In the Self Enrollment page, type the access code if it is required, click the Submit. Congratulations! You have finished the self-enrollment. If you can’t find the Access Code field in the Self Enrollment page, which means the course doesn’t need the access code to be self-enrolled.