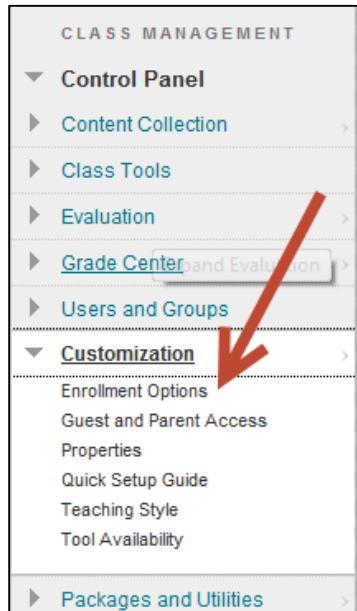


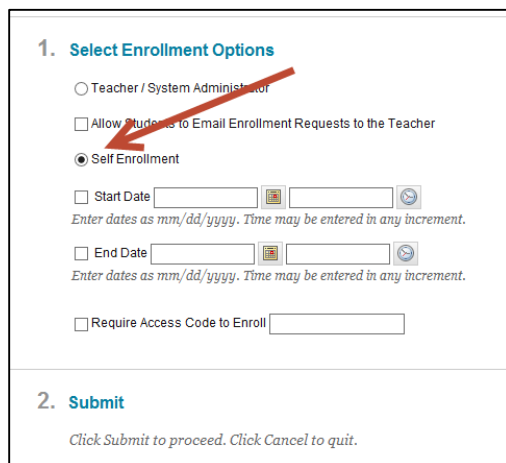
# Self-Enrollment in Blackboard 9.1

These directions are intended for teachers self-enrolling in a district level “class” or teachers who wish to create a self-enrollment option for a class that is not populated with students by Power School (e.g. classes that are clubs, such as “National Honor Society”, “Green Team Ecology Club”, etc.)

FOR TEACHERS ONLY to activate Self-Enrollment:



Use the drop down arrow in the Control Panel and select “Enrollment Options” under “Customization”.



**1. Select Enrollment Options**

Teacher / System Administrator

Allow Students to Email Enrollment Requests to the Teacher

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

**2. Submit**

*Click Submit to proceed. Click Cancel to quit.*

Click “Self Enrollment”. If desired, add a start and end date (otherwise, it will remain open for self-enrollment indefinitely). If you want to “password protect” this option, type in an access code. You will have to give this access code out before a student can self-enroll. Click “Submit” to make your selections active.

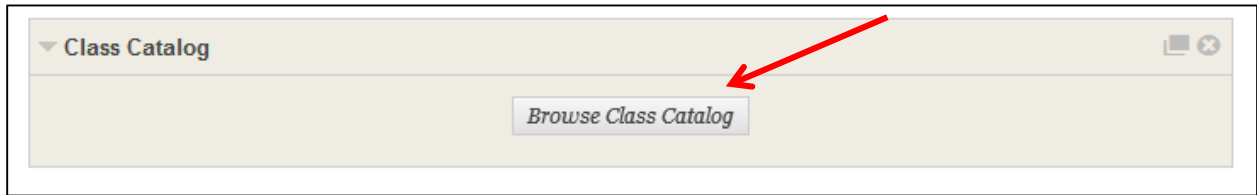
FOR STUDENTS OR TEACHER PARTICIPANTS IN A CLASS: How to self-enroll in a class

This process is ONLY available to students and teachers who are already enrolled in MISD Blackboard 9.1. If you are a teacher who is not a user in the system, please follow the directions titled, “[Requesting a Blackboard Class in Power Teacher](#)” in Blackboard 9.1 found at <http://www.misd.net> . This process will enroll a teacher in the MISD Blackboard system by creating him/her as a user. It is not necessary to use

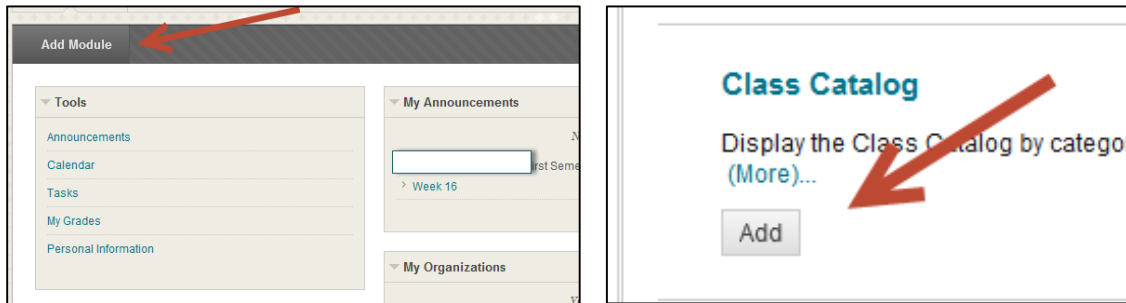
the class generated by the process to be enrolled in the system. Login and password information are found in the document titled, "[Getting Started in MOST: Login and Password Information](#)" found on the same site.

If a student is enrolled in a Blackboard class through Macomb ISD, he or she will be able to follow these directions to self-enroll. Students who are not currently enrolled in the MISD system will not be able to self-enroll.

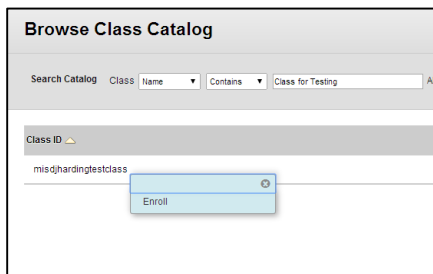
After logging into Blackboard, locate the Class Catalog on your landing page when you enter the MOST Blackboard system and click Browse Class Catalog. It looks like this:



NOTE: If "Class Catalog" does not appear on the landing page, choose "Add Module" at the top of the page and then click "Add" under Class Catalog. See images below.



After clicking on Browse Class Catalog, a dialog box opens up. You can search for the name of the class you wish to enroll in by class name, class ID, teacher name, or description.



Once you have located your class, click on the drop down arrow next to the name of the class and select "Enroll." If prompted for an Access Code, enter it.

Click submit. You should receive a verification message saying, "Action Successful."