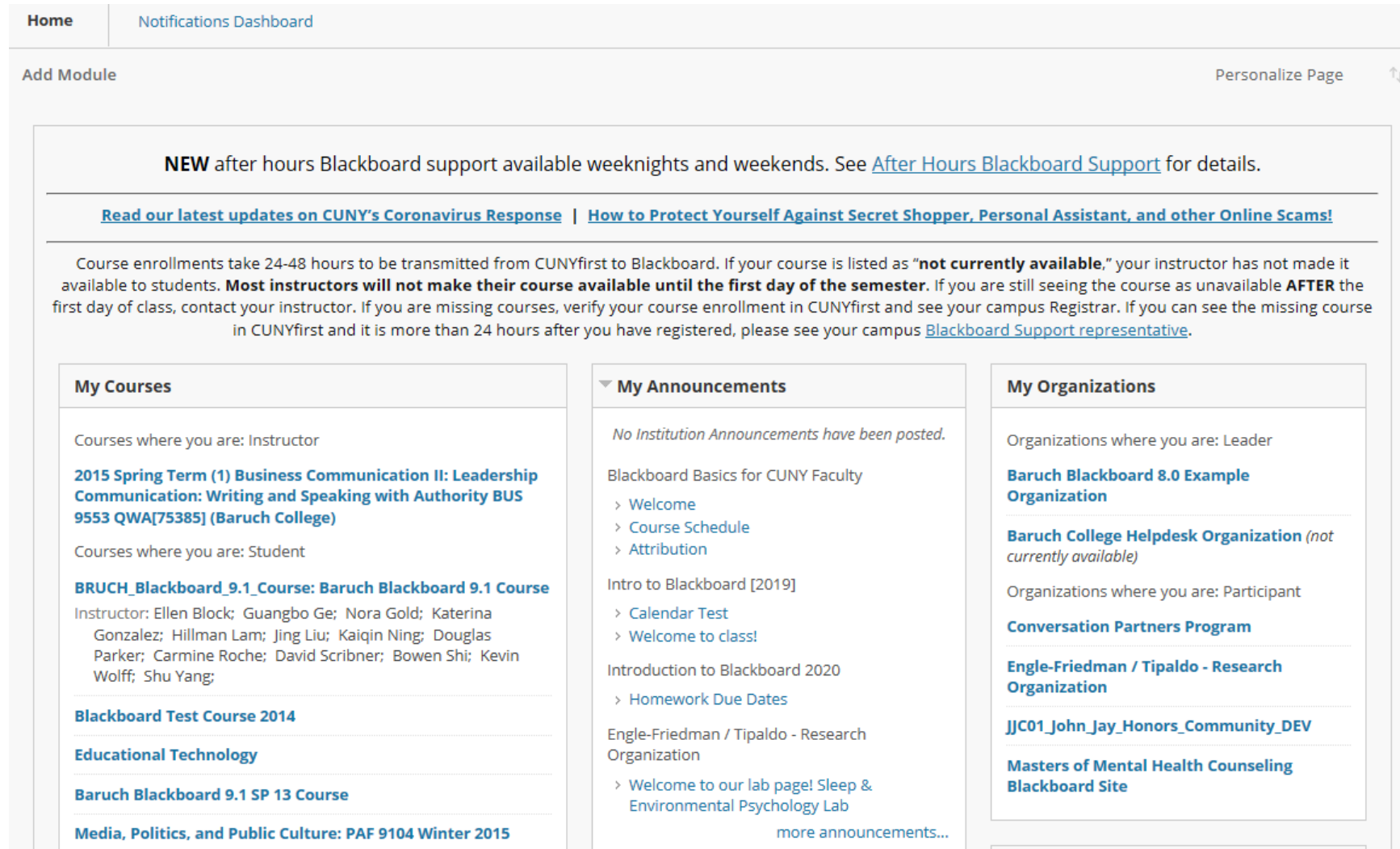




How to Join a Self-Enrollment Organization on Blackboard

1. Log in to Blackboard. From the Home Page (shown below), locate the Organization Search module. You may need to scroll down on this page to locate it.



The screenshot displays the Blackboard Home Page interface. At the top, there are navigation tabs for "Home" and "Notifications Dashboard". Below this is a header area with "Add Module" on the left and "Personalize Page" on the right. A central banner contains a "NEW" announcement about Blackboard support hours and links to "Read our latest updates on CUNY's Coronavirus Response" and "How to Protect Yourself Against Secret Shopper, Personal Assistant, and other Online Scams!". Below the banner is a paragraph of text regarding course enrollment timelines. The main content area is divided into three columns: "My Courses", "My Announcements", and "My Organizations". A large blue arrow on the left side of the page points downwards, indicating the scroll direction to find the "My Organizations" section.

Home Notifications Dashboard

Add Module Personalize Page

NEW after hours Blackboard support available weeknights and weekends. See [After Hours Blackboard Support](#) for details.

[Read our latest updates on CUNY's Coronavirus Response](#) | [How to Protect Yourself Against Secret Shopper, Personal Assistant, and other Online Scams!](#)

Course enrollments take 24-48 hours to be transmitted from CUNYfirst to Blackboard. If your course is listed as "**not currently available**," your instructor has not made it available to students. **Most instructors will not make their course available until the first day of the semester.** If you are still seeing the course as unavailable **AFTER** the first day of class, contact your instructor. If you are missing courses, verify your course enrollment in CUNYfirst and see your campus Registrar. If you can see the missing course in CUNYfirst and it is more than 24 hours after you have registered, please see your campus [Blackboard Support representative](#).

My Courses

Courses where you are: Instructor

2015 Spring Term (1) Business Communication II: Leadership Communication: Writing and Speaking with Authority BUS 9553 QWA[75385] (Baruch College)

Courses where you are: Student

BRUCH_Blackboard_9.1_Course: Baruch Blackboard 9.1 Course
Instructor: Ellen Block; Guangbo Ge; Nora Gold; Katerina Gonzalez; Hillman Lam; Jing Liu; Kaiqin Ning; Douglas Parker; Carmine Roche; David Scribner; Bowen Shi; Kevin Wolff; Shu Yang;

Blackboard Test Course 2014

Educational Technology

Baruch Blackboard 9.1 SP 13 Course

Media, Politics, and Public Culture: PAF 9104 Winter 2015

My Announcements

No Institution Announcements have been posted.

Blackboard Basics for CUNY Faculty

- > Welcome
- > Course Schedule
- > Attribution

Intro to Blackboard [2019]

- > Calendar Test
- > Welcome to class!

Introduction to Blackboard 2020

- > Homework Due Dates

Engle-Friedman / Tipaldo - Research Organization

- > Welcome to our lab page! Sleep & Environmental Psychology Lab

more announcements...

My Organizations

Organizations where you are: Leader

Baruch Blackboard 8.0 Example Organization

Baruch College Helpdesk Organization *(not currently available)*

Organizations where you are: Participant

Conversation Partners Program

Engle-Friedman / Tipaldo - Research Organization

JJC01_John_Jay_Honors_Community_DEV

Masters of Mental Health Counseling Blackboard Site

2. In the search text field, enter in the first word or two of the title of the Organization you want to Self-Enroll in.

In this example, I am searching for the Blackboard Admins Organization. So I just type in Blackboard Admin. Typing in the whole name results in a negative result, but typing in the first word or two of the title of the organization provides a positive result.

The screenshot displays the Blackboard user interface with several sections:

- Tools:** A list of navigation links including Announcements, Calendar, Tasks, My Grades, Personal Information, Course Materials, Goals, Application Authorization, Update Email, and Goal Performance.
- Course Search:** A search input field with a 'Go' button.
- Organization Search:** A search input field with a 'Go' button, highlighted by a red box. A blue arrow points from this box to a magnified view.
- Calculator:** A section partially visible at the bottom left.
- Hostos Community Status:** A message from Hostos Community College with social media links for Facebook (@HostosCC), Twitter (@HostosCollege), and Instagram (@HostosCollege).
- Browser Test:** A section with a 'Test your Browser' button.
- Hostos ePortfolio Student Training:** A section with a 'Click Here to Enroll' link.
- CUNYfirst Global Search:** A section for finding courses across the university.

The magnified view shows the 'Organization Search' section with the text 'Blackboard' entered in the search field and the 'Go' button highlighted with a red box.

Click **Go** to begin searching...

3. Click on the **ORGANIZATION ID** associated with the **ORGANIZATION NAME** you will self-enroll in.

Browse Organization Catalog

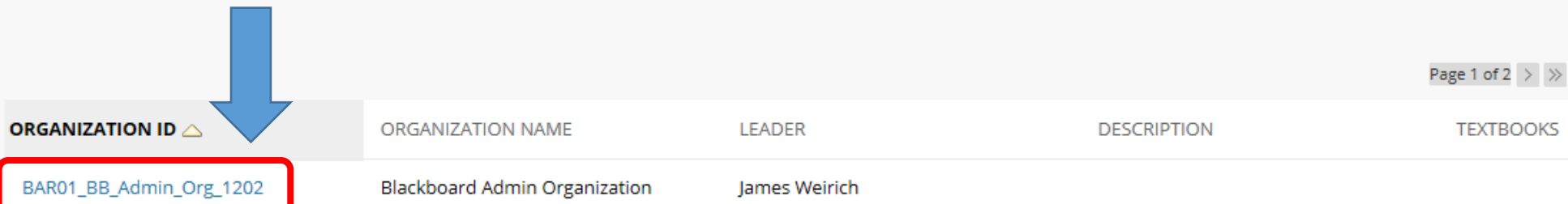
Search Catalog Organization Name Contains Blackboard AND Creation Date Before 07/01/2020 Go

Browse Categories
Select a category to see only courses belonging to that category
--unspecified category-- Go

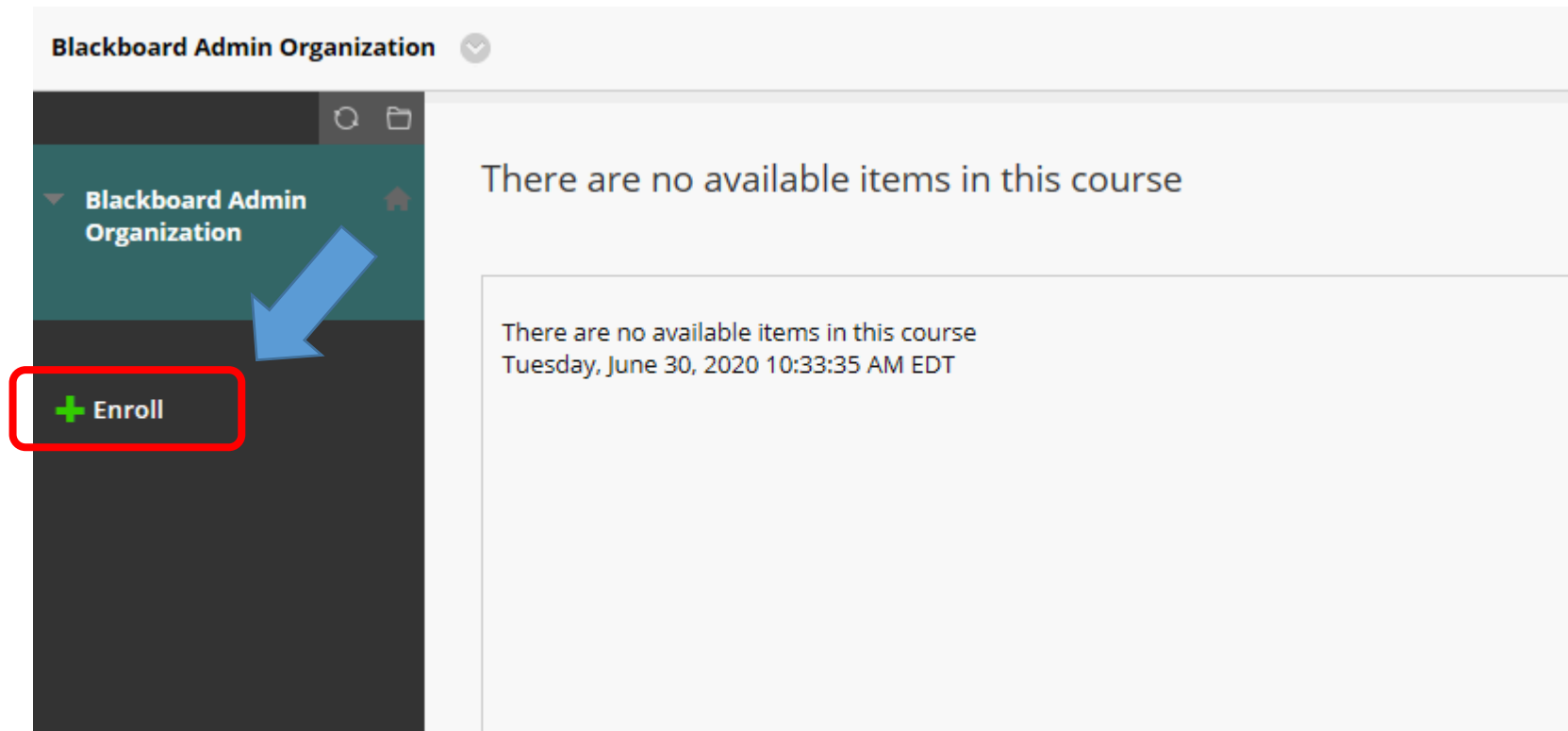
Browse Terms
Select a term to see only courses belonging to that term
--unspecified term-- Go

ORGANIZATION ID ▲	ORGANIZATION NAME	LEADER	DESCRIPTION	TEXTBOOKS
BAR01_BB_Admin_Org_1202	Blackboard Admin Organization	James Weirich		


Page 1 of 2 > >>



4. Click **Enroll** on the left to begin the Self-Enrollment process.



5. Click **Submit** on the right to go to the next step.

Blackboard Admin Organization  Self Enrollment

Self Enrollment

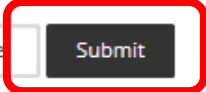

ENROLL IN ORGANIZATION: BLACKBOARD ADMIN ORGANIZATION (BAR01_BB_ADMIN_ORG_1202)

Instructor: James Weirich

Description:

Categories: Education:Higher Education

*Click **Submit** to proceed.*



6. Success! Click **OK** on the right to be brought back to the **Organization** page.

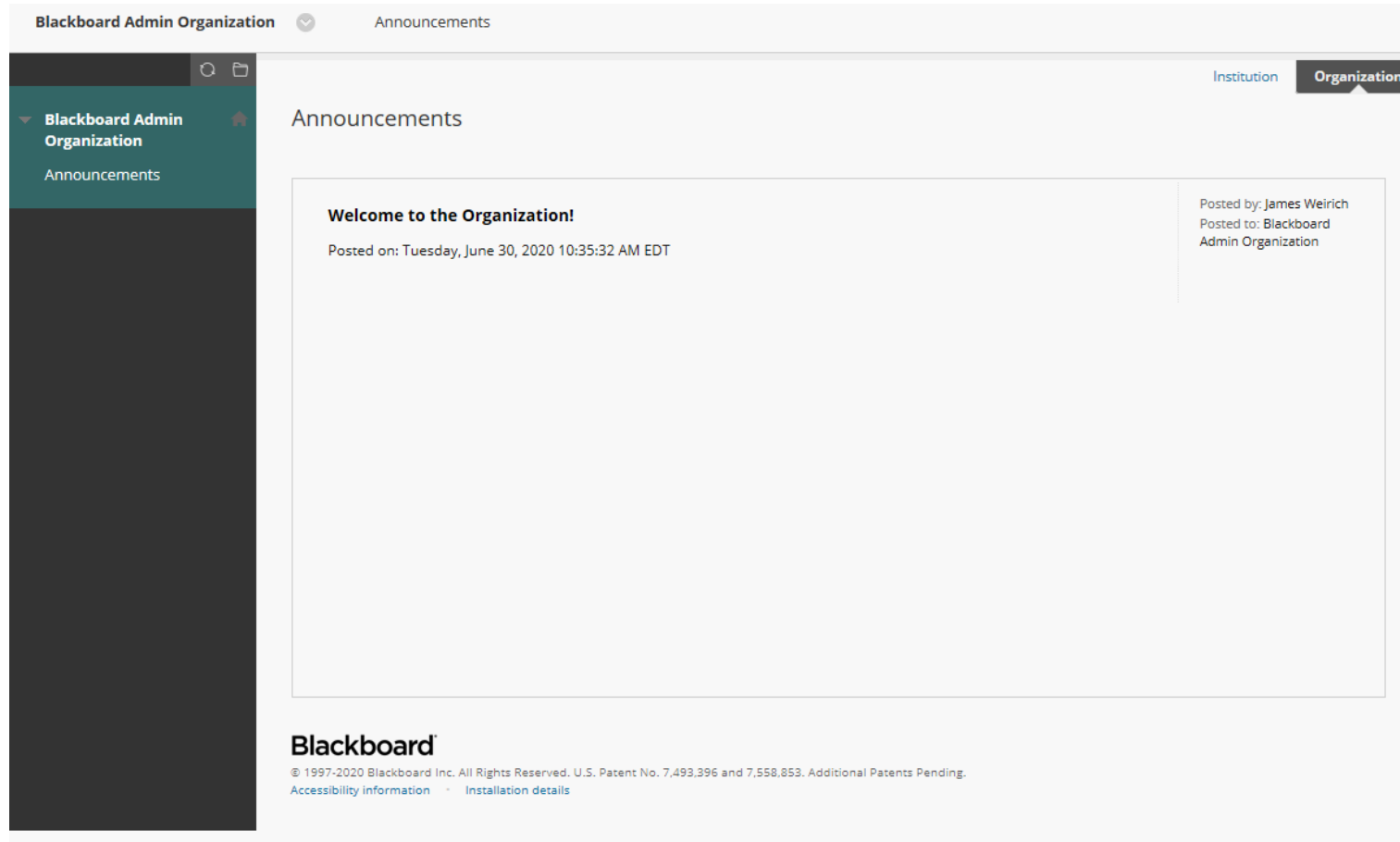
Self Enrollment

Success: 20040617013020870022 enrolled in Blackboard Admin Organization (BAR01_BB_Admin_Org_1202). Select **OK** to continue to the course.
Tuesday, June 30, 2020 10:34:51 AM EDT



← OK

You have successfully completed the Self-Enrollment process for the organization of your choosing!



The screenshot displays the Blackboard Admin Organization interface. At the top, the page title is "Blackboard Admin Organization" with a dropdown arrow, and the current view is "Announcements". On the left, a navigation sidebar shows "Blackboard Admin Organization" and "Announcements". On the right, there are tabs for "Institution" and "Organization", with "Organization" selected. The main content area is titled "Announcements" and features a single announcement:

Welcome to the Organization!
Posted on: Tuesday, June 30, 2020 10:35:32 AM EDT

Posted by: James Weirich
Posted to: Blackboard Admin Organization

At the bottom of the page, the Blackboard logo is displayed, followed by the copyright notice: "© 1997-2020 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending." Below this, there are links for "Accessibility information" and "Installation details".