BOYD LAB SELF ENROLLMENT DIRECTIONS

1. Log into Blackboard, and select the Courses tab

2. On the right side, use the button for Browse Course Catalog
3. From the Course Catalog, enter "boyd" into the search box and click the Go button.

4. You will now see the course below. Click the button shown below, and select enroll as shown in the second picture.
5. Click either **Submit** button to enroll

6. Finish by clicking the **OK** button in the bottom left corner
7. Check to ensure that the **M_E Boyd Lab Safety Course** shows up under your courses.

![Image of the course list]

8. If the course is not showing up in the list, Click on the “Manage Course List Module Settings” button in the upper right corner of the Course List Module.

![Image of the course list with arrow pointing to the Manage Course List Module Settings button]
9. Make sure the check mark under **Course Name** is checked for the Boyd Lab course. If it is not, it will not show up under your course list.

10. The Boyd Lab Course should now appear under your **Course List**.