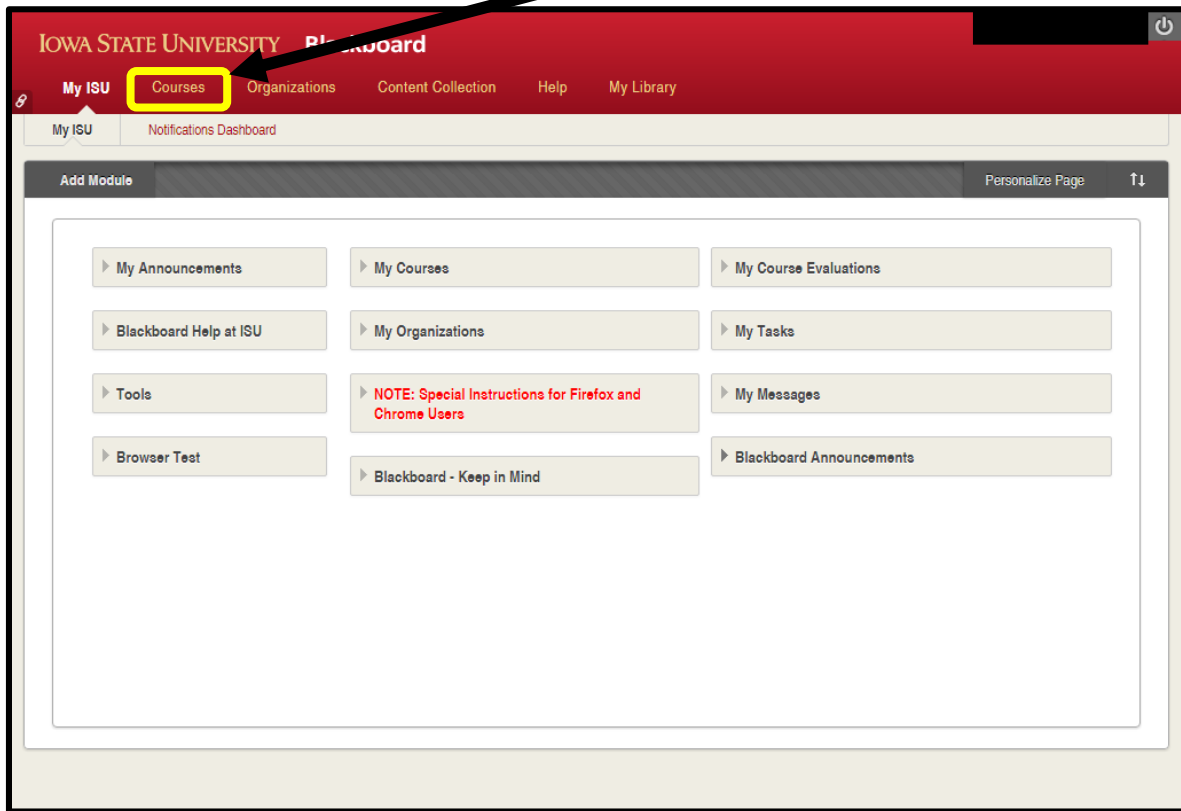
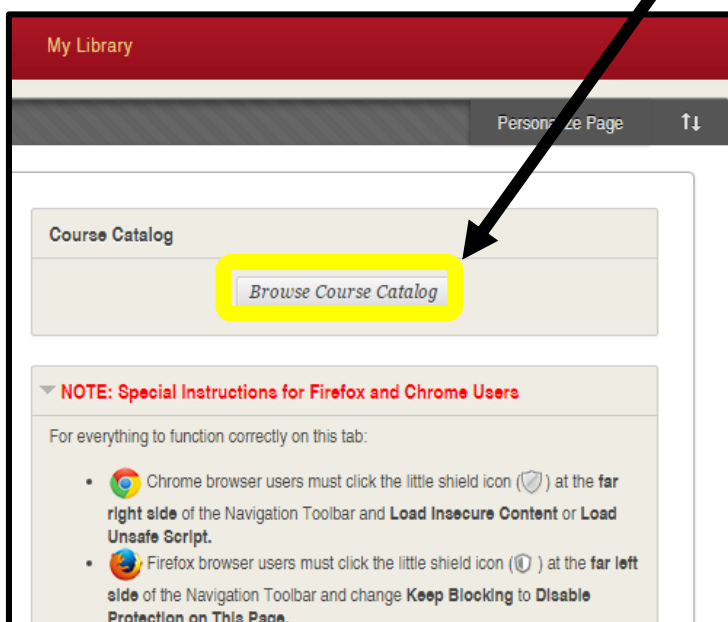


BOYD LAB SELF ENROLLMENT DIRECTIONS

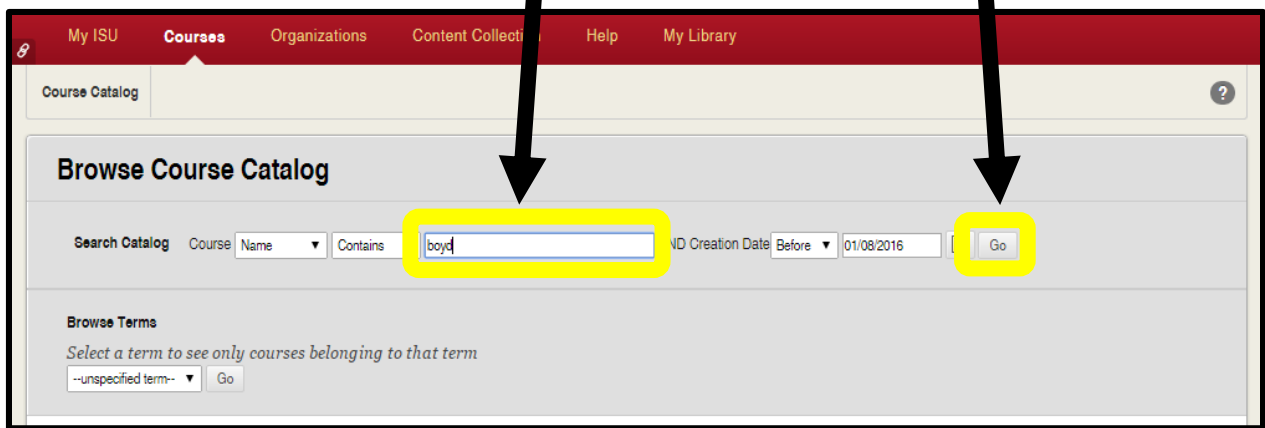
1. Log into [Blackboard](#), and select the **Courses** tab



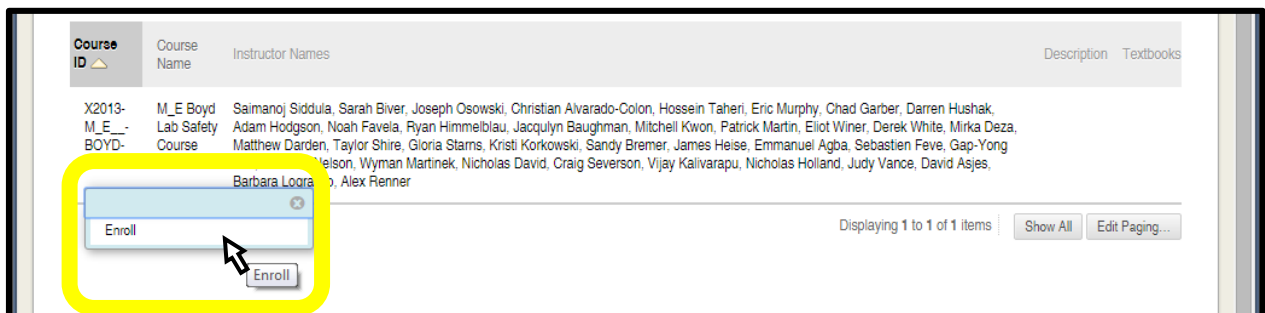
2. On the right side, use the button for ***Browse Course Catalog***



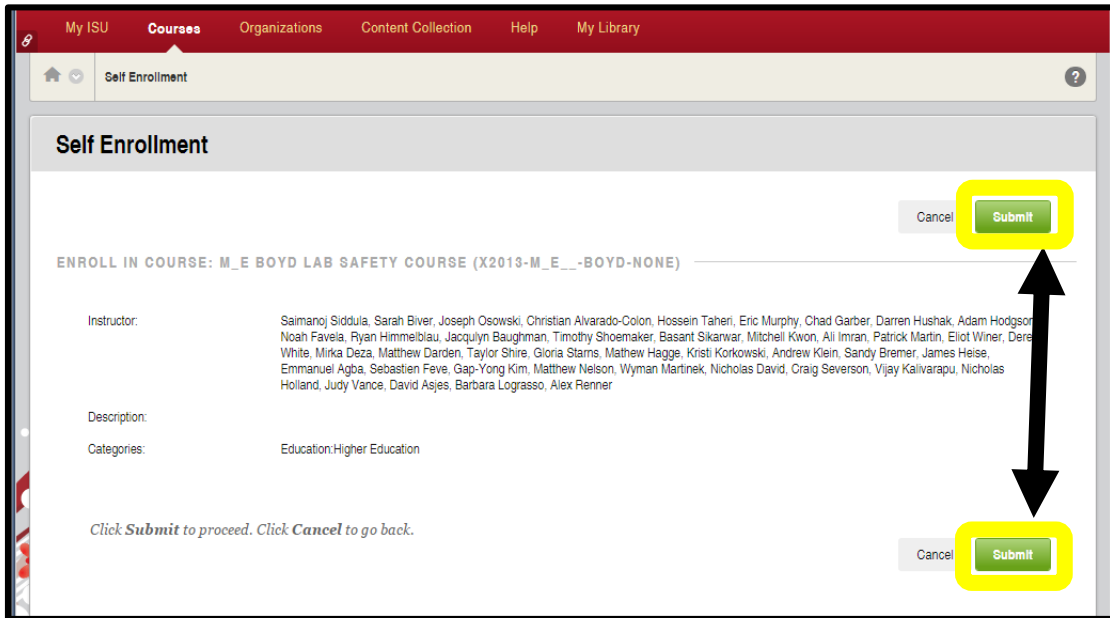
3. From the Course Catalog, enter “boyd” into the search box and click the **Go** button



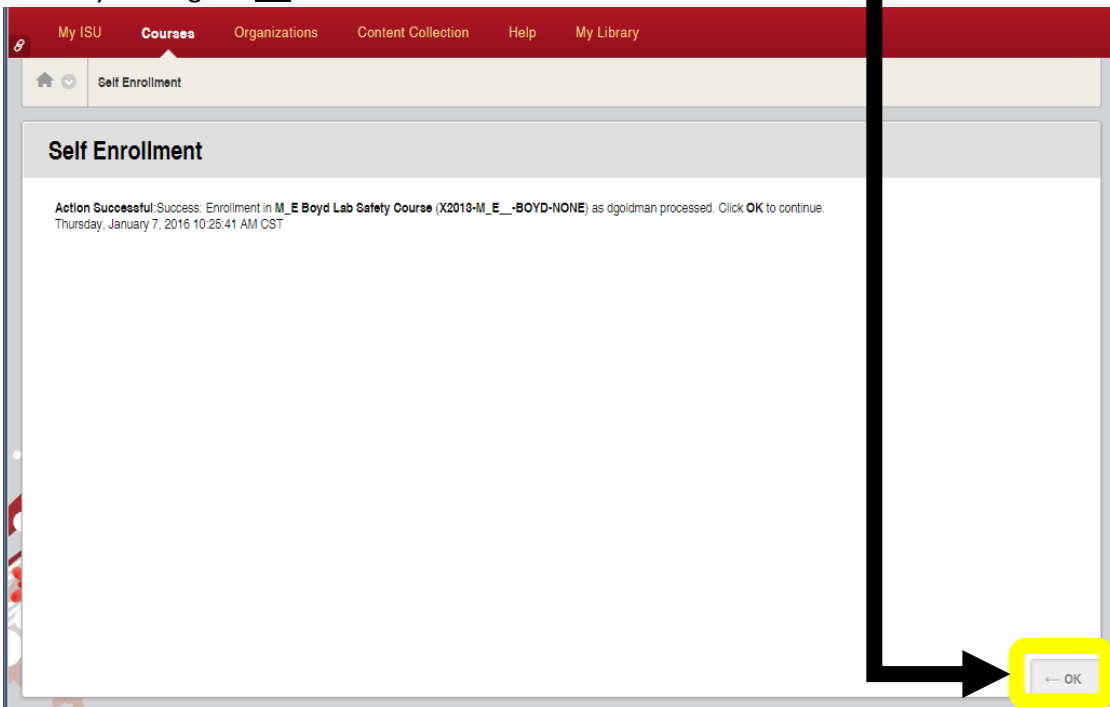
4. You will now see the course below. Click the button shown below, and select enroll as shown in the second picture



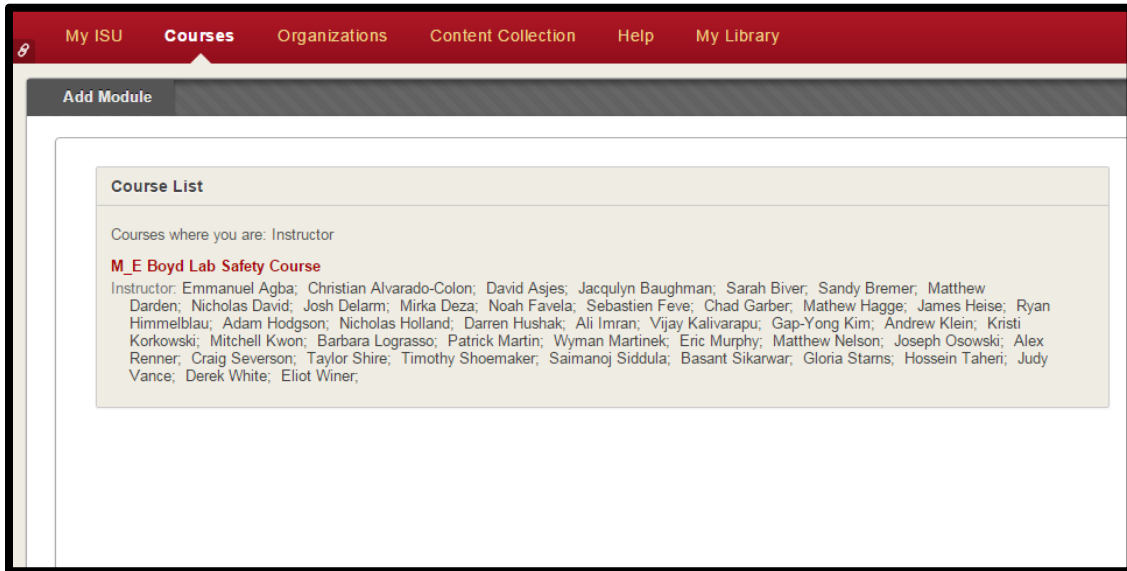
5. Click either **Submit** button to enroll



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.



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.



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.

Personalize: Course List

TERMS

You may optionally group your courses within their respective terms. Once this grouping is selected you may then further filter your displayed courses by hiding or collapsing terms by default state. You can expand or collapse terms either from this page or from within the module page itself.


Group by Term

EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not appear in the module.

Courses you are teaching:

<input type="checkbox"/>	Select All/Unselect All	Course	Course Name
<input type="checkbox"/>		X2013-M_E_-BOYD-NONE: M_E Boyd Lab Safety Course	<input checked="" type="checkbox"/>



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