

Blackboard Tips:

Enroll in CAIFS Template Course

The Blackboard (<http://blackboard.uscupstate.edu>) learning management system (LMS) is designed to foster collaboration and resource sharing across courses, sections, and programs. Sharing resources helps make your teaching more efficient and easier.

Purpose and Applications

Use Course Copy from the USC Upstate Course Template to:

- Expand your course menu with useful links to tools for Collaborate, Announcements, Email, Grades, and Calendar.
- Upload Resources and Support for students and a quick student guide to using Collaborate.

How to Enroll in the the USC Upstate CAIFS Template Course

- Log in to Blackboard at <http://blackboard.uscupstate.edu>.
- Go to the USCUPSTATE-CAIFS course by following this link: https://blackboard.sc.edu/ultra/courses/1091671_1/cl/outline
- You will then see the course menu. Click the **+Enroll** button in the left menu.

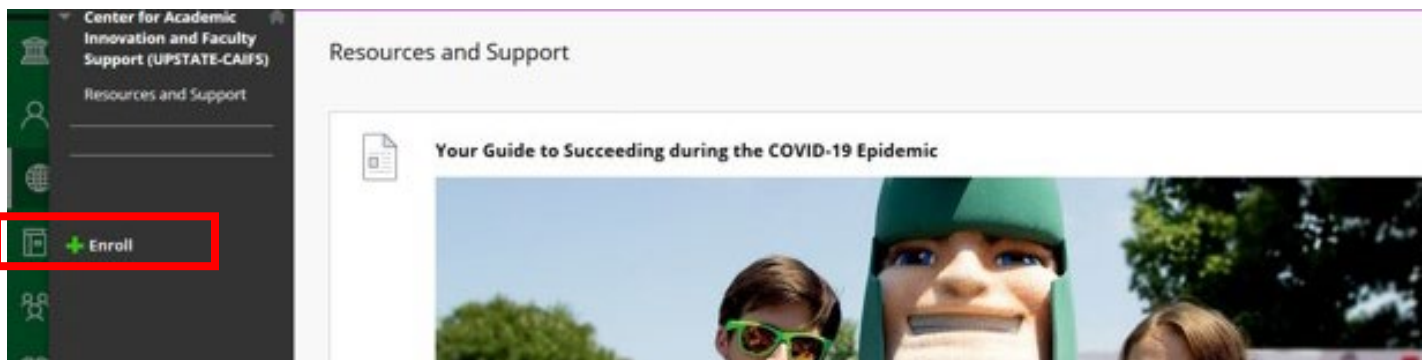


Figure 1 Self Enroll Options in CAIFS Blackboard Course

- Click **Submit** to confirm your enrollment.

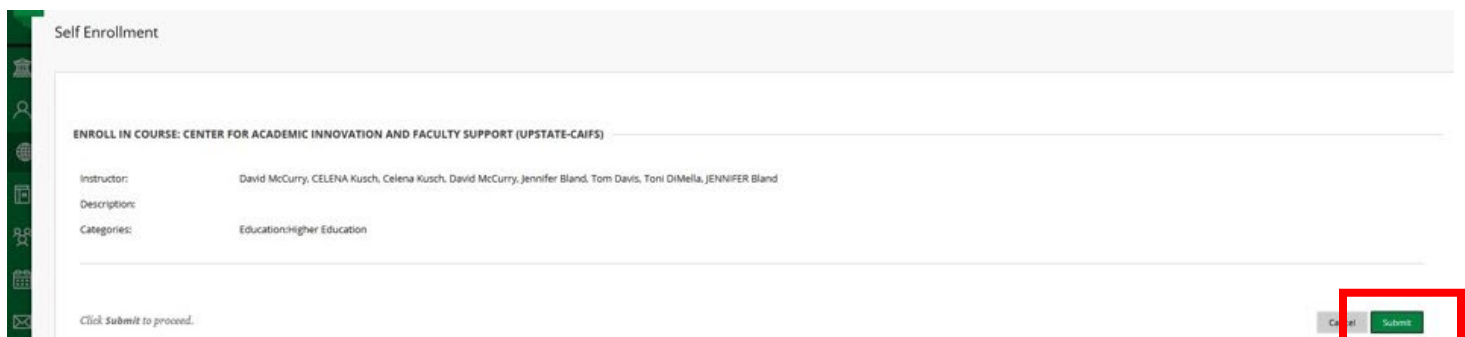
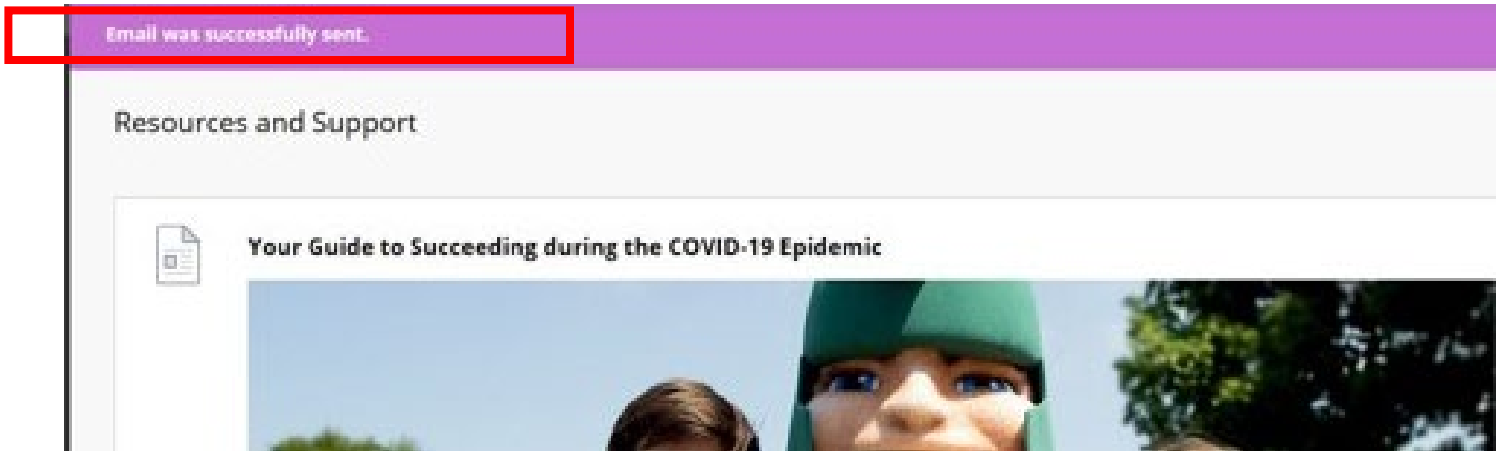


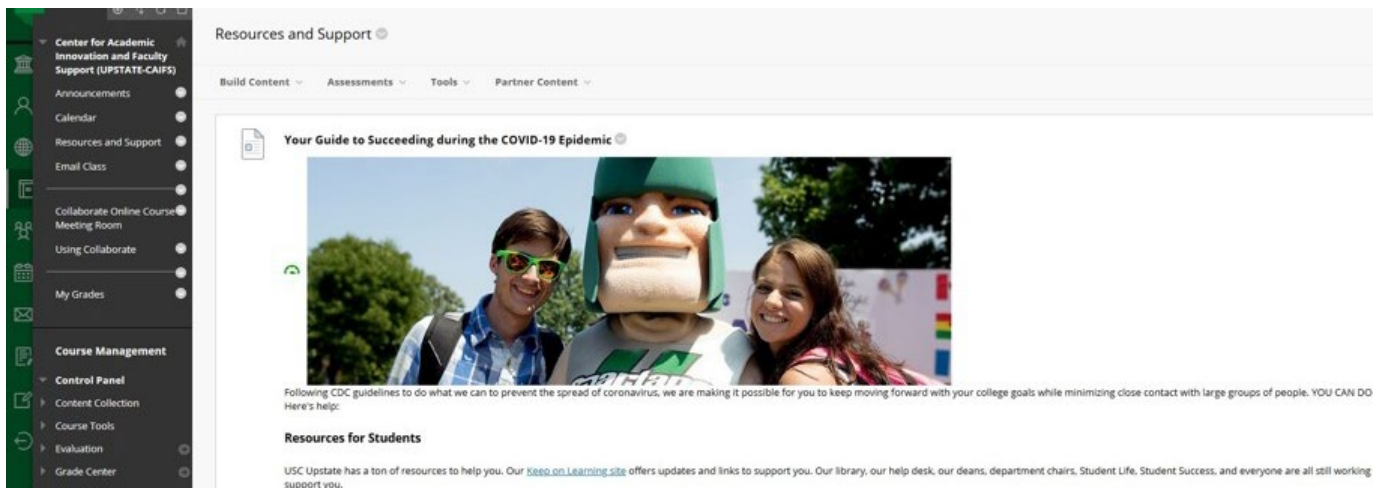
Figure 2 Self Enrollment Confirmation Page

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

- You will receive a success message. Wait about 5 minutes for one of our staff to enroll you as an instructor, then refresh your screen to enter the course.



- After refreshing your screen, you will see the full course menu. Then, follow instructions for **Course Copy** (check Content Areas and Navigation Settings) to copy resources into your courses. See Additional Resources for detailed instructions.



Additional Resources

- [Blackboard Tips: Course Copy from USC Upstate Course Template](#)

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