

# Blackboard Tips:

## Self-Enroll in the Self-Guided Online Teaching Certification Course

The Blackboard (<http://blackboard.uscupstate.edu>) learning management system (LMS) provides a secure, private virtual space where instructors and students can come together to share resources, interact, and learn. By experiencing Blackboard as a learner, you will not only engage with course content but also gain more understanding of your students' experiences.

### Purpose and Applications

Use Self-Enroll to:

- Sign up as a learner any time, day or night.

### How to Self-Enroll in the Self-Guided Online Teaching Certification Course

- Log in to Blackboard at <http://blackboard.uscupstate.edu>.
- Go to the Teaching-Online-at-Upstate course by following this link: [https://blackboard.sc.edu/ultra/courses/\\_1111248\\_1/cl/outline](https://blackboard.sc.edu/ultra/courses/_1111248_1/cl/outline)
- You will get a message saying you are not enrolled. Click the sentence, **“Click Here to Enroll.”**

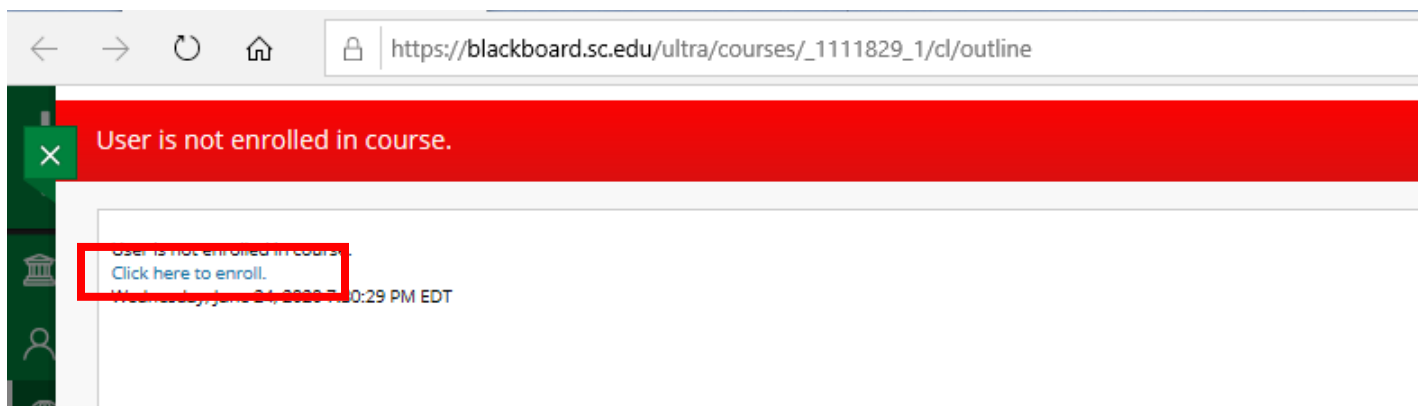


Figure 1 User Is Not Enrolled Message

For help implementing any Blackboard best practices in your classes, contact [academicinnovation@uscupstate.edu](mailto:academicinnovation@uscupstate.edu).

- You will then see an Access Denied message. Ignore the login button. Instead, look at the Course Menu on the left. Click the **+Enroll** button in the left menu.

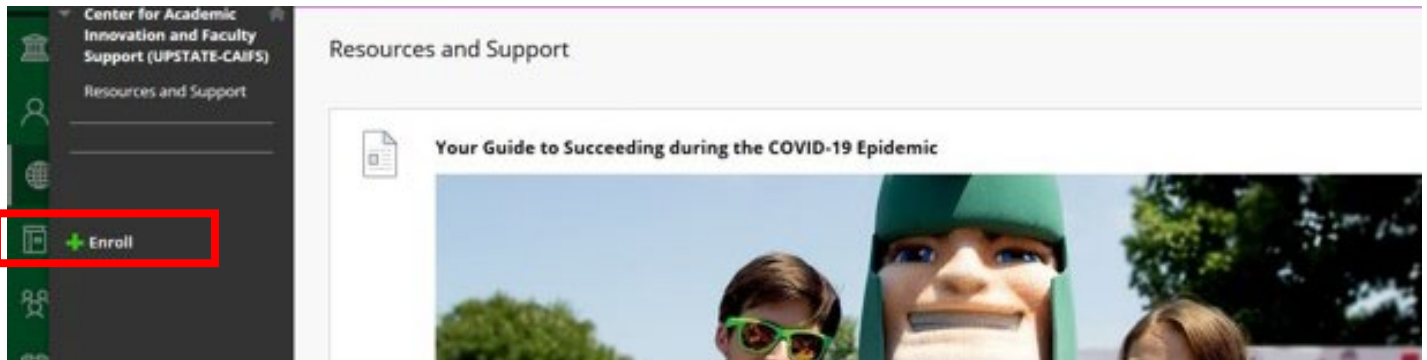


Figure 2 Self Enroll Options in CAIFS Blackboard Course

- Enter **ready** in the Access Code box. Click **Submit** to confirm your enrollment.

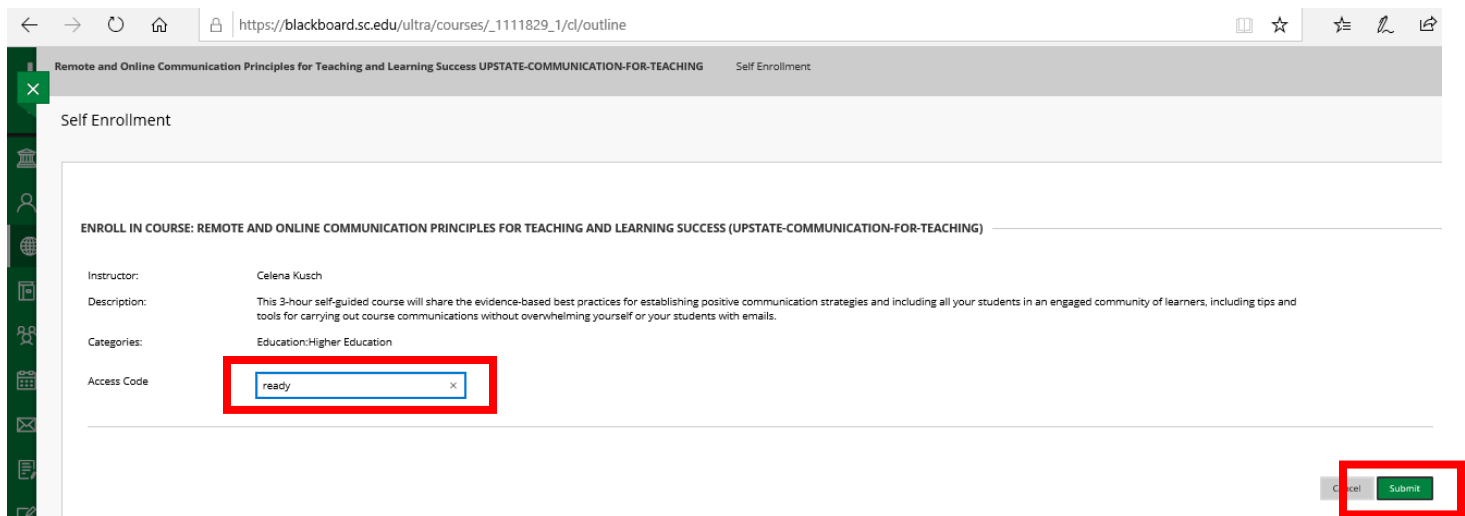


Figure 3 Self Enrollment Confirmation Page

- You will receive a success message. Click **OK** to continue on to the course.
- Read the Welcome, mark your introductory materials as reviewed, and continue through Learning Modules to complete the course.

### Quick Tip

If you have questions or need any help enrolling, please email [academicinnovation@uscupstate.edu](mailto:academicinnovation@uscupstate.edu) or call 864.503.5850.

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