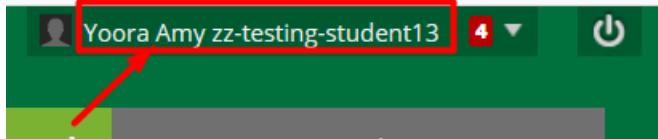


# Self Enrollment - via Course Web Address

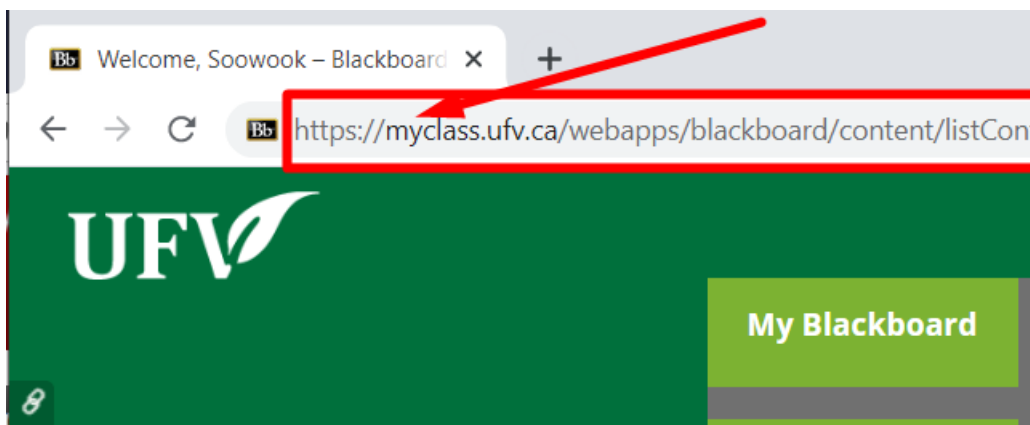
1] Log into **My Class (Blackboard)** using your default browser. You should see your name at the top right corner of My Class before going to the next step.



2A] Click the course's web address on other webpages or email. Make sure that its web address starts with <https://myclass.ufv.ca/>

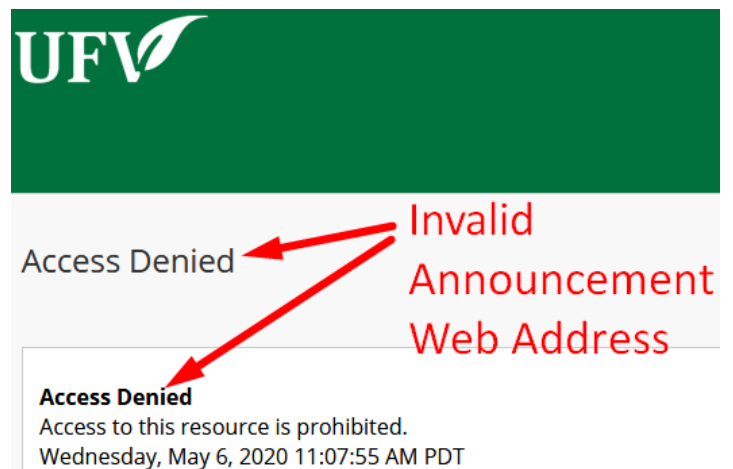
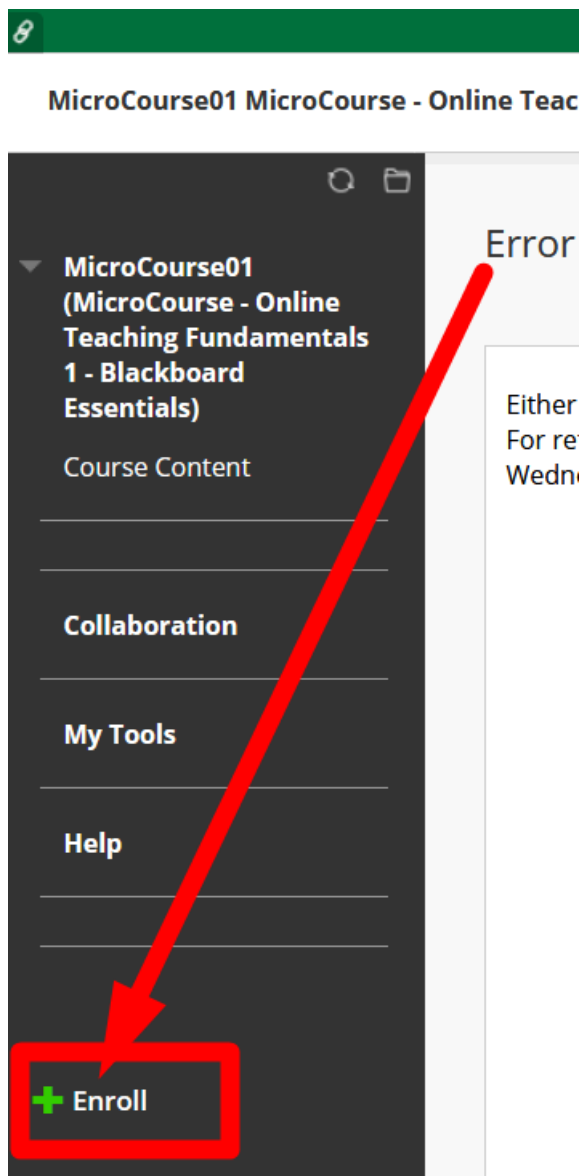
2B] You can also copy and paste the course's web address into your default browser's web address bar and press "Enter" (keyboard). Make sure that its web address starts with <https://myclass.ufv.ca/>

**NOTE:** Your instructor/facilitator should not give you an invalid web address such as "Announcements" web address. They should give you a valid one like "Virtual Classroom", "Discussion", "*Course Content*", etc.



3] **Enroll (bottom left)**. Scroll down if you can't find the button.

If you see "Access Denied", your instructor/facilitator gave you an invalid web address such as "Announcements" web address. Ask them to give you a valid one like "Virtual Classroom", "Discussion", "Course Content", etc. And then repeat step # 2].



#### 4] **Submit** (bottom right). If you can't see the button, scroll down.

ENROLL IN COURSE: MICROCOURSE - ONLINE TEACHING FUNDAMENTALS 1 - BLACKBOARD ESSENTIALS (MICROCOURSE01)

Instructor:

Claire Hay, Michelle Johnson, Maureen Wideman

Description:

Categories:

Education: Higher Education

Click **Submit** to proceed.

Cancel

Submit



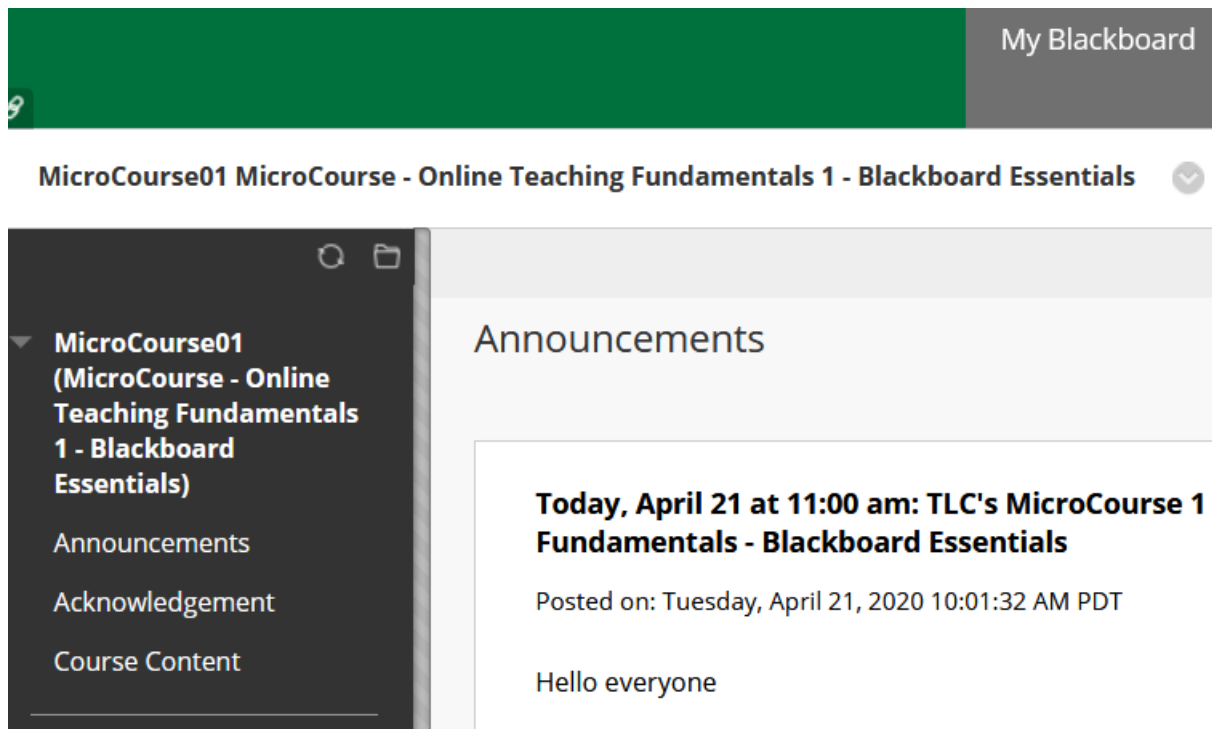
#### 5] **OK** (bottom right). If you can't see the button, scroll down.

**Success:** 300071820 enrolled in MicroCourse - Online Teaching Fundamentals 1 - Blackboard Essentials (MicroCourse01). Select **OK** to continue to the course.  
Wednesday, May 6, 2020 10:54:34 AM PDT

← OK



## 6] Now you can access the course



The screenshot displays a Blackboard interface. At the top right, there is a "My Blackboard" button. Below it, the course title "MicroCourse01 MicroCourse - Online Teaching Fundamentals 1 - Blackboard Essentials" is shown with a dropdown arrow. A dark navigation menu on the left lists "MicroCourse01 (MicroCourse - Online Teaching Fundamentals 1 - Blackboard Essentials)", "Announcements", "Acknowledgement", and "Course Content". The main content area is titled "Announcements" and features a post from "Today, April 21 at 11:00 am: TLC's MicroCourse 1 - Fundamentals - Blackboard Essentials", posted on Tuesday, April 21, 2020 at 10:01:32 AM PDT, with the text "Hello everyone".

Revised by Soowook Kim on MAY 11, 2020.