BCM Blackboard Enrollment

Instructor Enrollment

Some instructors will give you access without requiring any action on your part. You should log into Blackboard during the first three days of the semester to see if you have been given access. If an instructor has granted access, the course will be displayed under "Courses" tab in Blackboard. If the course does not appear, follow the instructions for self-enrollment without a password. If you are not allowed to self-enroll, and you have not been enrolled by your instructor by the third day of the semester, contact the Program/School Blackboard Admin for assistance. For immediate assistance, contact the Ed-Tech Dept. at ed-tech@bcm.edu.

Self-Enrollment without a Password

Some instructors will require you to self-enroll your course. If the course does not show up under "Courses" in Blackboard at the beginning of the semester, search the catalog and self-enroll the course by following these instructions:

- Login to Blackboard
- Click "Courses" menu option at the top of the page
- Click "Course Catalog" button in the upper right corner
- Search the appropriate course and instructor
- Hover the cursor over the course in which you wish to enroll. If the course allows self-enrollment without a password, a down arrow will be displayed.
- Click the down arrow
- Click "Enroll."
- You should see an enrollment request pop up, and will need to click submit.
- Success: the course will now display in your Courses tab and you will have access to the course.

If self-enrollment is not allowed by the third day of the semester, students should contact the Program/School Blackboard Admin for assistance. For immediate assistance, contact the Ed-Tech Dept. at ed-tech@bcm.edu.

Self-Enrollment with a Password

Some instructors will require you to register yourself through Blackboard with a password. If a password is required, you will be sent the information via email. If you are sent a password, click on the Course Catalog button in Blackboard, search and find the appropriate course and instructor, and use the password provided to add the course.

If you have not been given access or a password and are not able to register the course by the third day of the semester, contact the Program/School Blackboard Admin to gain access. For immediate assistance, contact the Ed-Tech Dept. at ed-tech@bcm.edu.