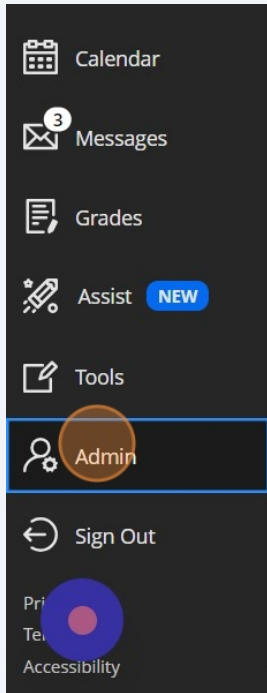


Enrolling as an Instructor in a Course

1 Enter Blackboard and Click "Admin" on the left side menu.



Attention USAHS Faculty: Blackboard Course Access Dates Are Announced

These important Blackboard course access dates relate to the upcoming 2024 Spring Term:

- **Monday, November 27:** Course copy process begins
- **Tuesday, November 28:** Faculty begin getting access to course sections*
- **Friday, January 5:** Students get access to course sections
- **Monday, January 8:** 2024 Spring Term begins

**Contingent upon faculty assignment completion in Jenzabar. Faculty who do not see their courses will receive an email notification.*

Note: The [Copy Content](#) feature is enabled for all instructors, which allows instructors to duplicate individual items or entire folders. Guidelines are:

- **Maintain the integrity of master courses.** This feature should not be used to copy content from a master course to a section course.
- **Complete before the term start.** It is highly recommended to have all content copied by **January 5**. It is not recommended to copy content once courses go live.

Resources

Courses

Tech Support

2 Click "Courses"

Blackboard Learn+ | Release 3900.78.0-rel.20+a950d0d

Users

[Users](#)

Help

[Help for Administrators](#)

Courses

[Courses](#)



3 Click this dropdown and select how you will be searching for the course. Course ID, Course Name, and Instructor work best.

Administrator Tools

Administrator Panel

Courses

Courses

Search: Course Name Contains AND Date Created Before

- Course ID
- Course Name**
- Description
- Instructor
- Data Source Key
- Term

No items found.

4 In this demo, Course ID will be used. Click the "Search:" field.

Administrator Tools

Administrator Panel

Courses

Courses

Search: Course ID Contains | AND Date Created Before 11/28/2023

No items found.

5 Type in the course ID of the course you are looking for. Term code can also be entered at the front of the ID number, with a period separating it from the prefix. Then click "Go."

anel

Courses

Course ID Contains 202330.PHT.5156 | AND Date Created Before 11/28/2023

No Courses found

6 Click on the ID number of the section you want to enter.

Administrator Tools

<input type="checkbox"/>	USA1.202330.PHT.5150.001	PHT5150001 - Pathophysiology (2023 30)	3/28/23 8:12 AM	Ultra	brogulj@us
<input type="checkbox"/>	USA1.202330.PHT.5150.002	PHT5150002 - Pathophysiology (2023 30)	3/28/23 8:12 AM	Ultra	pgonzalez-
<input checked="" type="checkbox"/>	USA1.202330.PHT.5150.003	PHT5150003 - Pathophysiology (2023 30)	3/28/23 8:15 AM	Ultra	
<input type="checkbox"/>	USA1.202330.PHT.5150.100	PHT5150100 - Pathophysiology (2023 30)	3/28/23 8:14 AM	Ultra	djackson@
<input type="checkbox"/>	USA1.202330.PHT.5150.200	PHT5150200 - Pathophysiology (2023 30)	3/28/23 8:12 AM	Ultra	bbalakrish mkalua@u
<input type="checkbox"/>	USA1.202330.PHT.5150.300	PHT5150300 - Pathophysiology (2023 30)	3/28/23 8:12 AM	Ultra	efayed@us aababneh@
<input type="checkbox"/>	USA1.202330.PHT.5150.400	PHT5150400 - Pathophysiology (2023 30)	3/28/23 8:14 AM	Ultra	banderson rdefeo@us

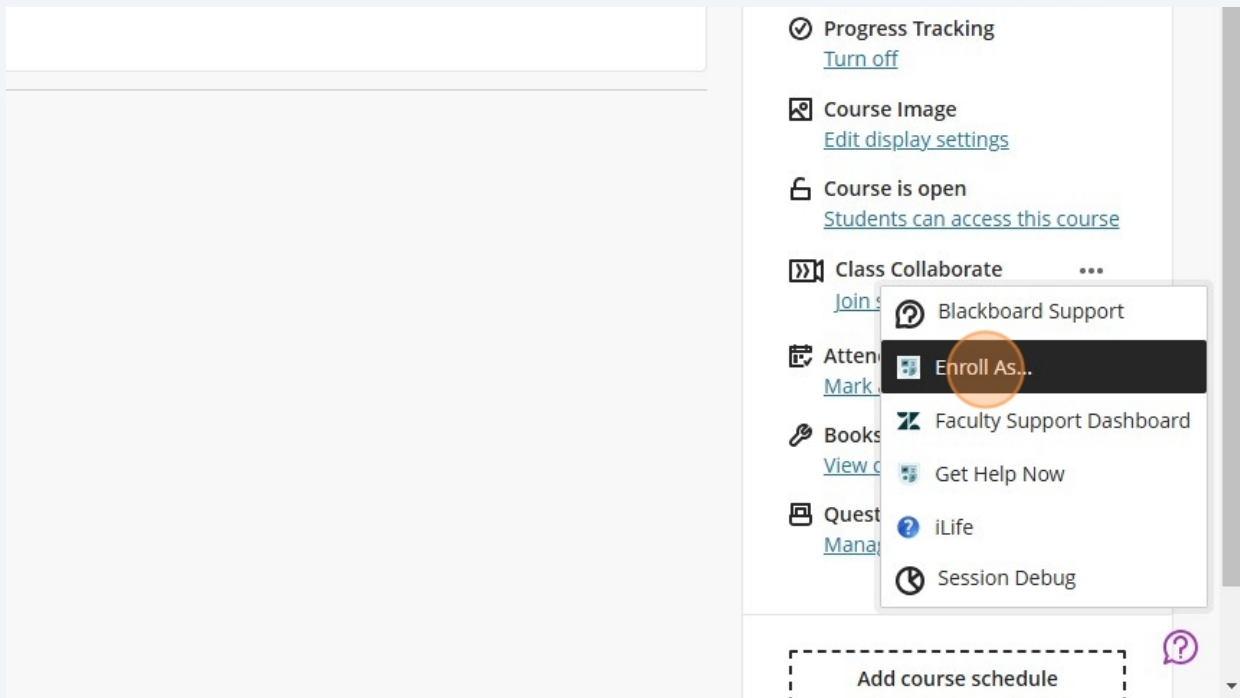
7 This will open the course. Click on the help menu in the bottom right of the screen.

The screenshot shows the course administrator interface. On the right side, there is a sidebar menu with the following items:

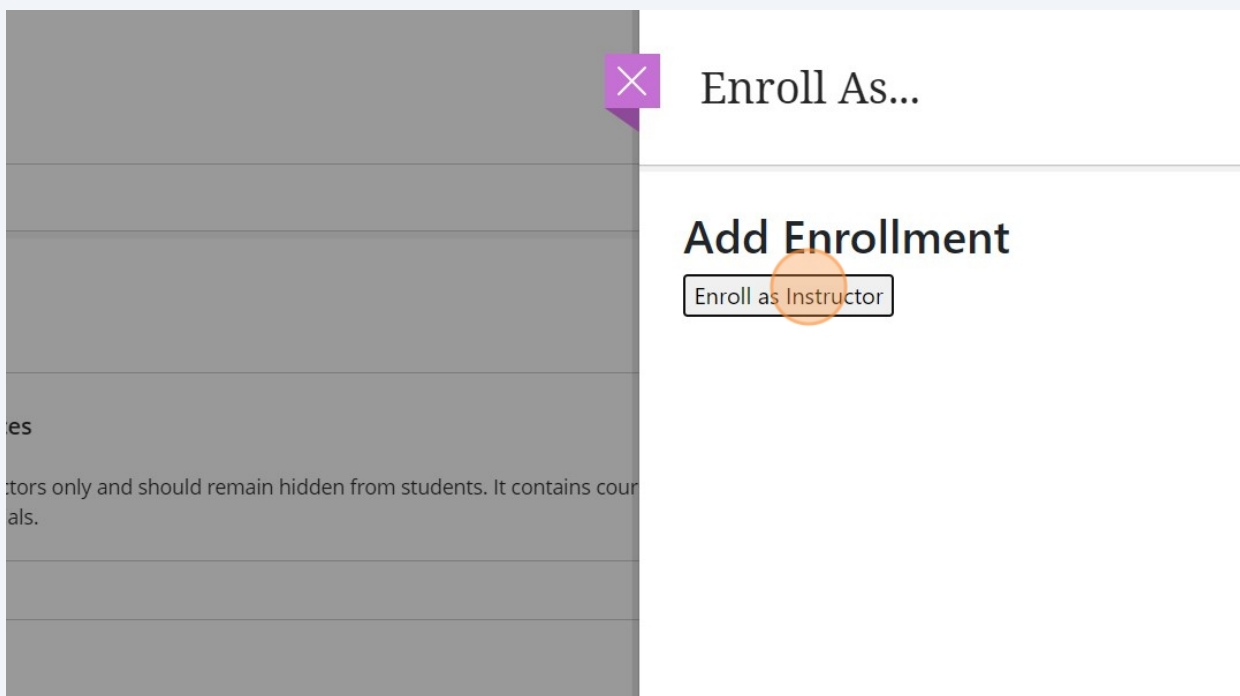
- Progress Tracking [Turn off](#)
- Course Image [Edit display settings](#)
- Course is open [Students can access this course](#)
- Class Collaborate [Join session](#) ...
- Attendance [Mark attendance](#)
- Books & Tools [View course & institution tools](#)
- Question Banks [Manage banks](#)

At the bottom of the sidebar, there is a dashed box around the button labeled "Add course schedule". A red circle with a question mark icon is located in the bottom right corner of the sidebar.

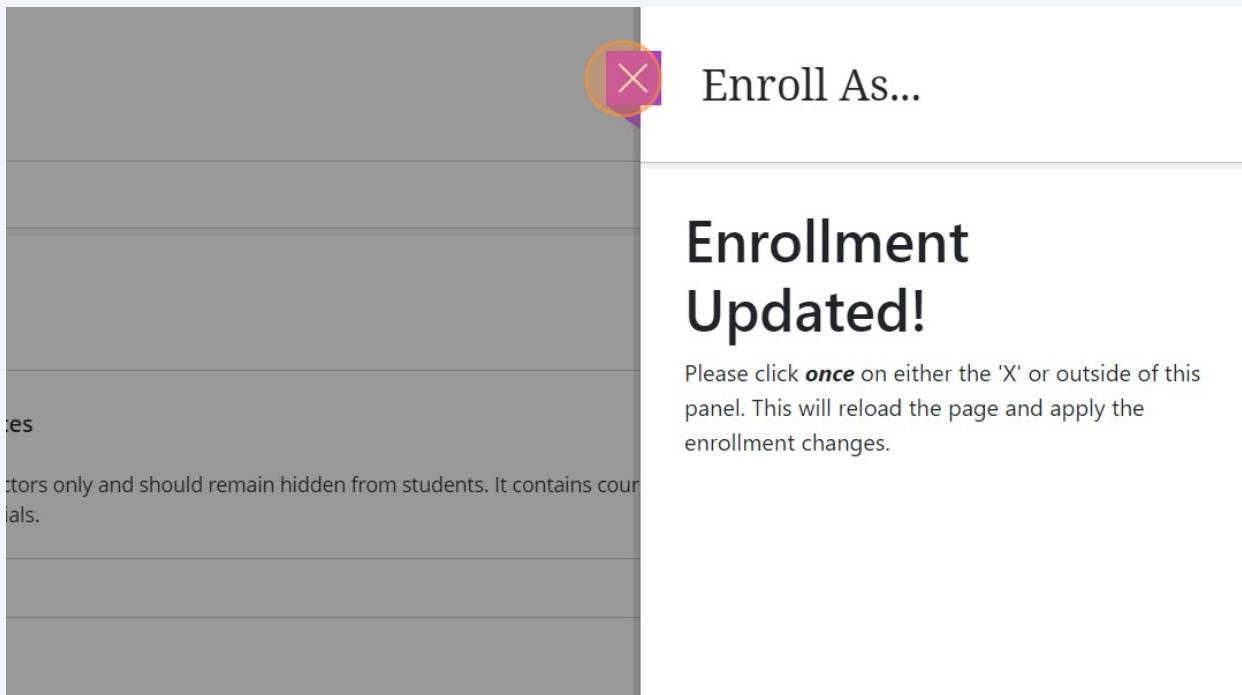
8 Click "Enroll As..."



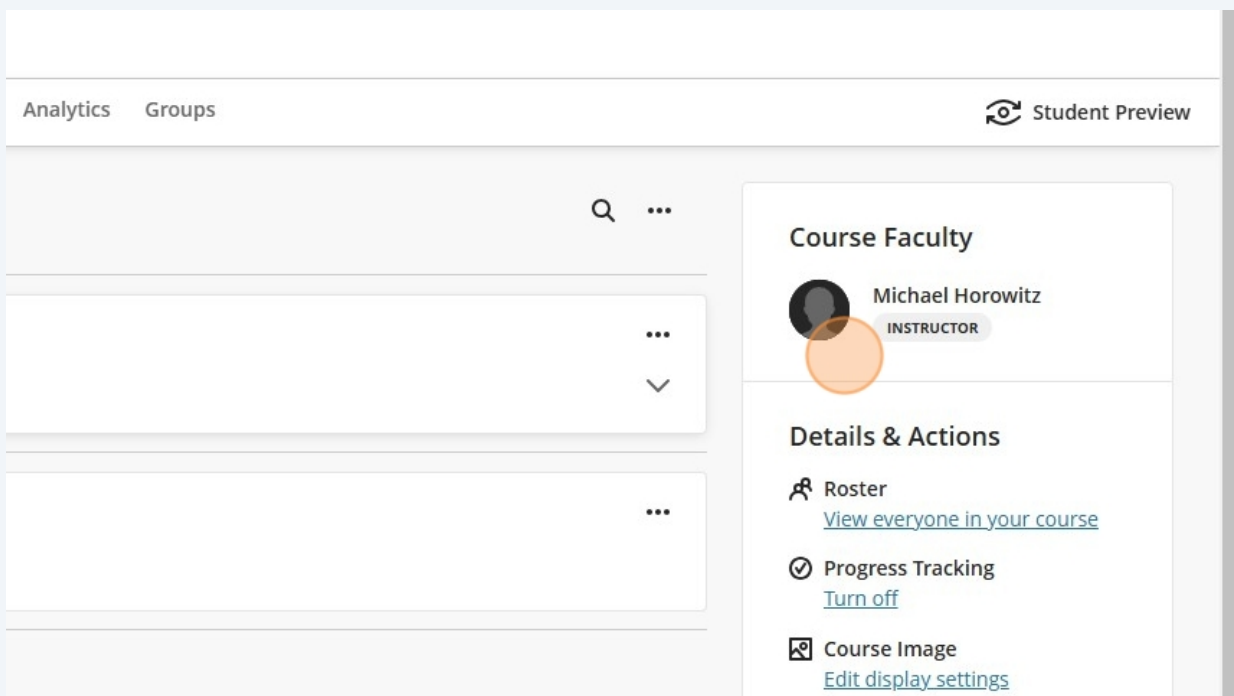
9 Click "Enroll as Instructor"



10 Click the "X"



11 You are now enrolled as an instructor in the course, and will appear under Course Faculty until you exit the course.



12

Click "x" to exit, and remove yourself from the course.

The screenshot shows a Canvas LMS course page. At the top left, there is a user profile icon with a red 'x' over it, indicating a warning or error. The course name is 'Zoom LTI Testing' and the instructor is 'ifsgradetesting'. The navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook' (with a red exclamation mark icon), 'Messages', 'Analytics', and 'Groups'. The 'Content' tab is selected. Below the navigation bar, the 'Course Content' section is visible, containing two items: 'Learning Module' and 'Zoom Meetings', both marked as 'Visible to students'.