

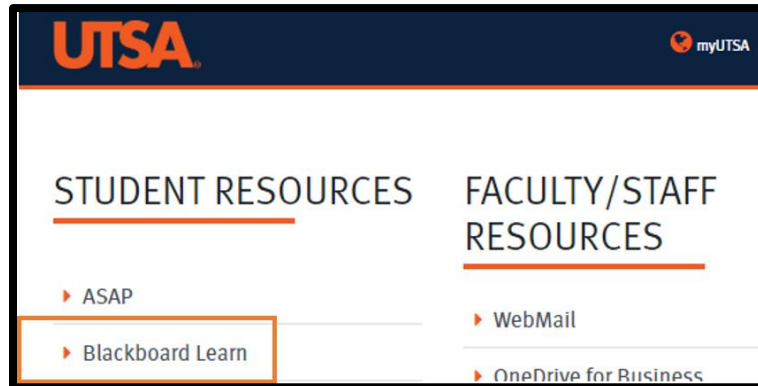


Steps to enroll in

## Blackboard Essentials

### Step 1

From [utsa.edu](https://utsa.edu) click on **myUTSA** then click on Blackboard Learn



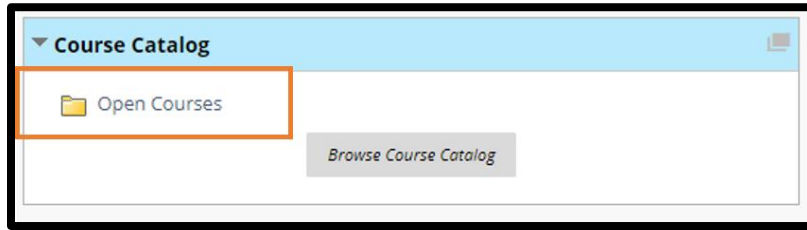
### Step 2

Enter **myUTSA ID** and **passphrase** and click **Login**

The screenshot shows the myUTSA login form. It has a light orange background. At the top, it says 'MYUTSA ID' above a text input field. Below that, it says 'PASSWORD' above another text input field. Under the password field, there is a link that says 'Forgot/Reset passphrase?'. Below the links is a blue button with the text 'LOGIN' and a right-pointing arrow. At the bottom of the form, there is a grey box with an information icon and the text 'Check your Browser before Login'.

## Step 3

In **Course Catalog** tab click on **Open Courses**.



## Step 4

From the **Browse Course Catalog** page look for **Blackboard Essentials** (under **Course Name**)

| COURSE ID           | COURSE NAME                                       |
|---------------------|---|
| NPC-COB-OCYS_ORN-03 | Online BBA Cyber Security Orientation Spring 2020 |
| NPC-COEHD-TES-01    | TEXES Reviews                                     |
| TRN-DL-FAC-01       | Blackboard Essentials                             |

## Step 5

Hover the mouse on **TRN-DL-FAC-01**, click on dropdown arrow and choose **Enroll**

| COURSE ID           | COURSE NAME                                       |
|---------------------|---|
| NPC-COB-OCYS_ORN-03 | Online BBA Cyber Security Orientation Spring 2020 |
| NPC-COEHD-TES-01    | TEXES Reviews                                     |
| TRN-DL-FAC-01       | Blackboard Essentials                             |
|                     | SA 401 - Hazardous Waste Generator Training       |

An orange box highlights the row for "TRN-DL-FAC-01". A dropdown menu is open below the course ID, showing an "Enroll" option.



**NOTE: You will see the course in your myCourses list.**

**Course List**

Courses where you are: Student

**TRN-DL-FAC-01: Blackboard Essentials**

Instructor: Claudia Arcolin; Mayra Collins; Jonathan Gutierrez;

Announcements:

- > Welcome to Three Essentials for Online Teaching!