

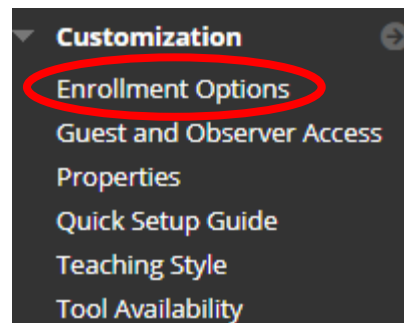
# Blackboard "How To's"

## Setting Up Self-Enrollment

The Self Enrollment option allows students to enroll themselves in the course.

### To set up self-enrollment:

Log into Blackboard and go to your class or school Blackboard course. Under Course Management select **Customization** then **Enrollment Options**.



Select **self-enrollment**.

#### SELECT ENROLLMENT OPTIONS

- Instructor / System Administrator
- Allow Students to Email Enrollmer
- Self Enrollment (circled in red)

You may enter a **Start Date** and an **End Date** for Self-Enrollment. *Note: If no dates are selected, students can continuously self-enroll.*

Start Date     
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End Date     
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit**.