



Adding a Course in Blackboard

This tutorial will show you how to add a course to your Blackboard CE 6 account.

- 1) You Start at the Blackboard CE6 login Website:
<http://elearning.cnm.edu>

Central New Mexico Community College Log In



Log In

User name:

Password:

[Forgot your password?](#) Receive your user name and a new password via e-mail.

Course List

View course information Enroll in courses that allow self-registration

Create an account with the Blackboard Learning System

2) Click on “View Course List” to view the list of available courses.

Course List

View course information Enroll in courses that allow self-registration

[View Course List](#)

Create an
System

Create

Select the **View Course List** button

3) You will then see the Course List page. Here you will see the categories that you can search.

Course List

Select a Category

Category Name

[Uncategorized](#)

[Development](#)

[Faculty Training](#)

[Online Instructor Certification - OLIT 101](#)

[Spring 2007](#)

[Return to Entry Page](#)

4) Please note you search under the current semester.

[Spring 2007](#)



5) This will bring up the course listing for the category you selected.

Course List



Spring 2007

Select Course/Section

Title
▶ COMM 130 - Public Speaking
▶ EDUC 265 - Computers in Education
▶ ENG 219 Technical Writing
▶ PSYC 101 Intro to Physiology
▶ SOC 101 - Introduction to Sociology
▶ SOC 211 - Social Problems
▶ SOC 215 - Criminology

[Return to Category List](#)


6) To search for a particular course, you will need to know the course number and section number. Therefore, have this information ready. To see the sections for each course you may need to expand the list by clicking on the **GREEN** arrow next to the course number.

▶  ENG 219 Technical Writing
▶  PSYC 101 Intro to Physiology
▶ SOC 101 - Introduction to Sociology
▶ SOC 211 - Social Problems
▶ SOC 215 - Criminology

[Return to Category List](#)

- 7) Now you will see the sections available under the course. You will notice that to the right of the course section, there are a group of icons.



If a course is available for self-registration you will see an icon of a person with a green + sign. You need to click this icon  to add the course.

- 8) You will be asked to enter your username and password.

Course List

You are registering for Section 52 Robbie

User Name:

Password:

Choose Role: Student

- 9) Click the Register button after typing your username and password.

Course List

You are registering for Section 52 Robbie

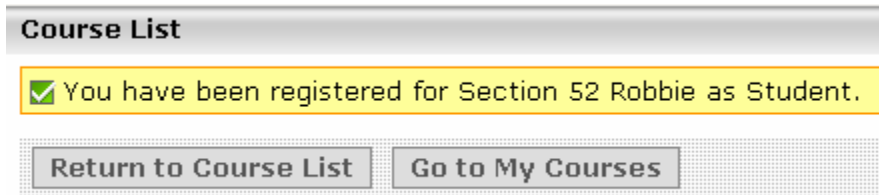
User Name:

Password:

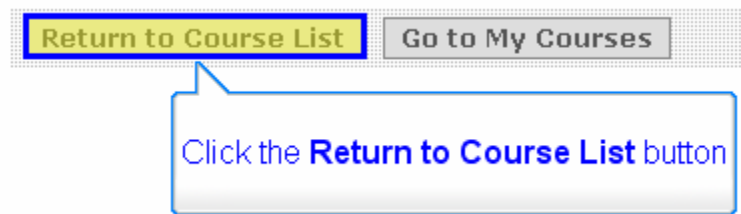
Choose Role: Student

Click the **Register** button

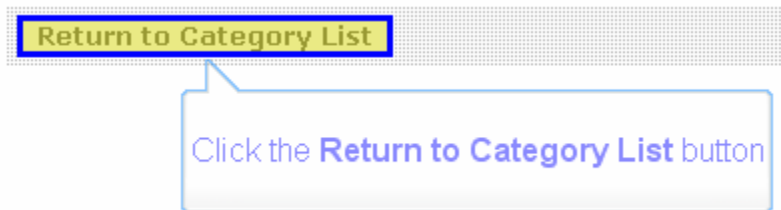
10) If your course was added successfully, you will see a confirmation page.



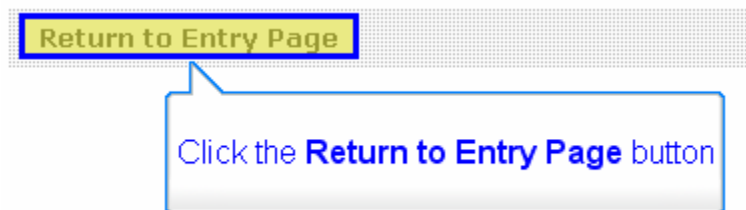
11) If you need to add more courses, click on "Return to Course List."



12) Follow steps 5 - 9 above to add another course. When you are done adding courses, click on "Return to Category List."



13) You can now return to Blackboard CE6 by clicking on "Return to Entry Page."



- 14) To verify that your course has been added, you need to log back in into Blackboard CE6. Type in your username and password and click OK.

Central New Mexico Community College Log In

Blackboard
learning System
CE Enterprise License

Log In

User name:

Password:

[Forgot your password?](#) Receive your user name and a new password via e-mail.

Course List

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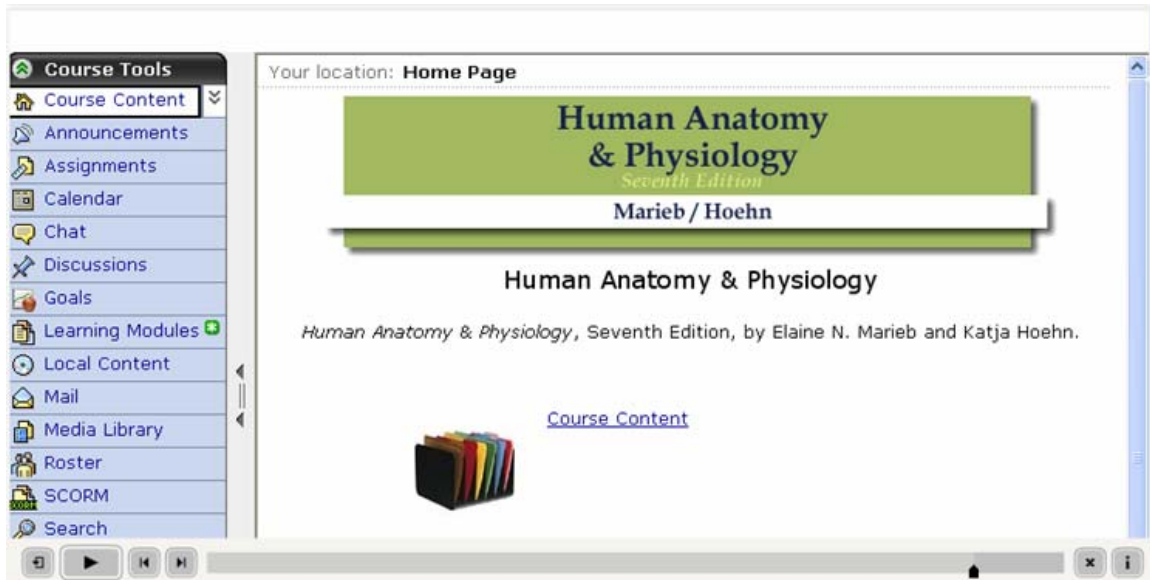
- 15) The course that you added will appear under the Course List section.

The screenshot shows a WebCT account page with a dark blue header containing "My Courses" and "Content Manager" tabs. Below the header, a grey bar displays "Welcome, David Fiction. Today is February 5, 2007." and a "Chat" link. The main content area is divided into several sections: "Calendar Day" (no entries), "To Do List" (no items), "My Grades" (new grades), "Course List" (featuring a link for "PSYS 101 Intro to Physiology - Section 52 Robbie" by Garth Gerstein), "External Courses" (no external courses), and a partially visible "s week." section. A white callout box with blue text is overlaid on the "Course List" section, stating: "The course you added will appear under the Course List menu in the center of your WebCT account page".

- 16) You are now ready to open your course by clicking on the course link.

This is a close-up of the "Course List" section from the previous screenshot. The course entry "PSYS 101 Intro to Physiology - Section 52 Robbie" by Garth Gerstein is highlighted with a yellow background. A white callout box with a blue border and a pointer to the course link contains the text: "Select the **Course** link".

17) Your course will open. Congratulations! You are now ready to start your course.



Created by Rafael Martínez (martiner@cnm.edu), Distance Learning Office, Central New Mexico Community College, April 17, 2007.

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