

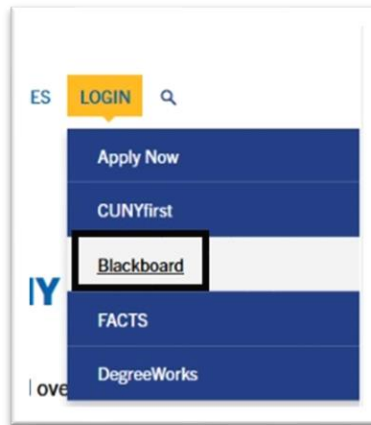
How to Self-Enroll in the DOES Blackboard Basics Organization

What is DOES Blackboard Basics for Faculty?

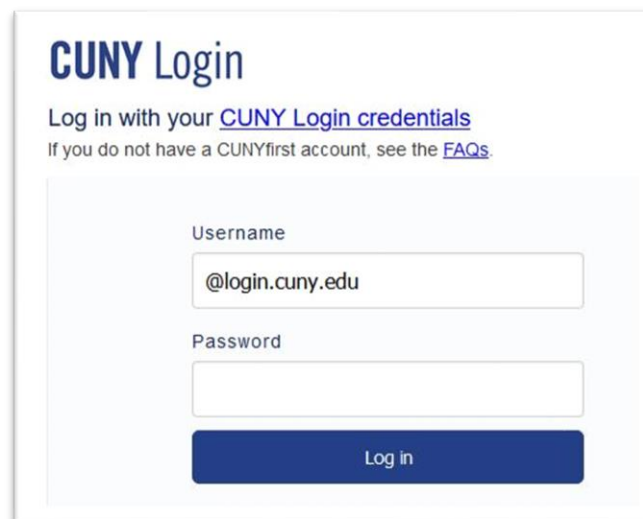
Blackboard Basics is a self-paced workshop introducing CUNY instructors to the various features and tools of the Blackboard platform for their teaching.

How do you find an organization in Blackboard?

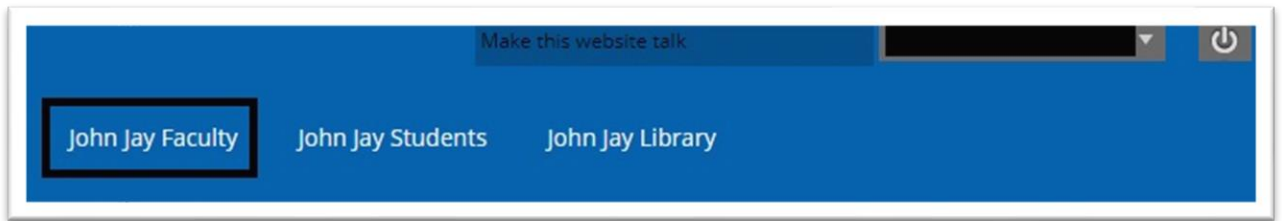
1. In your web browser, navigate to www.cuny.edu
2. Select **LOGIN** at the far right of the navigation bar, select **Blackboard** from the dropdown menu



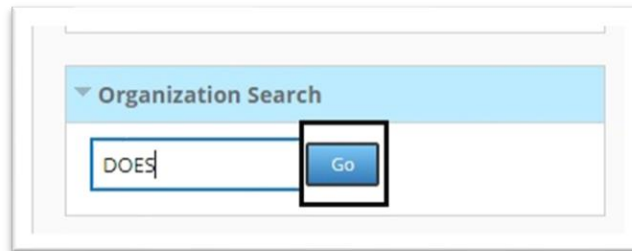
3. Enter your **CUNYfirst username** followed by **@login.cuny.edu** and password

A screenshot of the CUNY Login page. The title is 'CUNY Login'. Below the title, it says 'Log in with your [CUNY Login credentials](#)'. A note below that says 'If you do not have a CUNYfirst account, see the [FAQs](#).' There are two input fields: 'Username' with the text '@login.cuny.edu' entered, and 'Password' which is empty. Below the fields is a blue 'Log in' button.

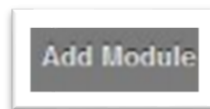
4. Select the **John Jay Faculty** link at the top of the Blackboard page and look for the **Organization Search** module located in the lower left corner



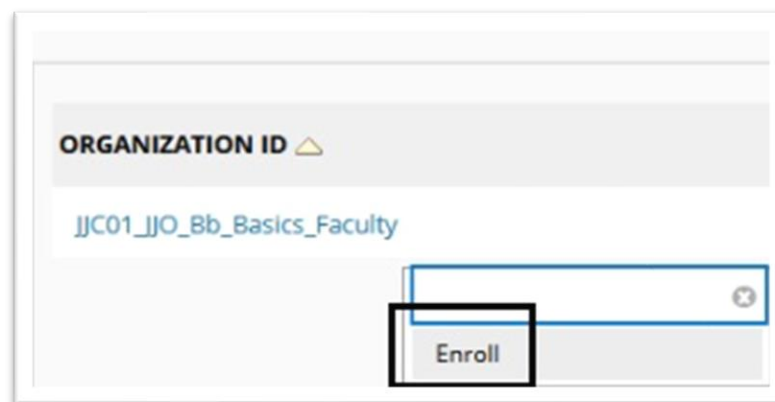
5. Enter **DOES** in the search field and press **Go**



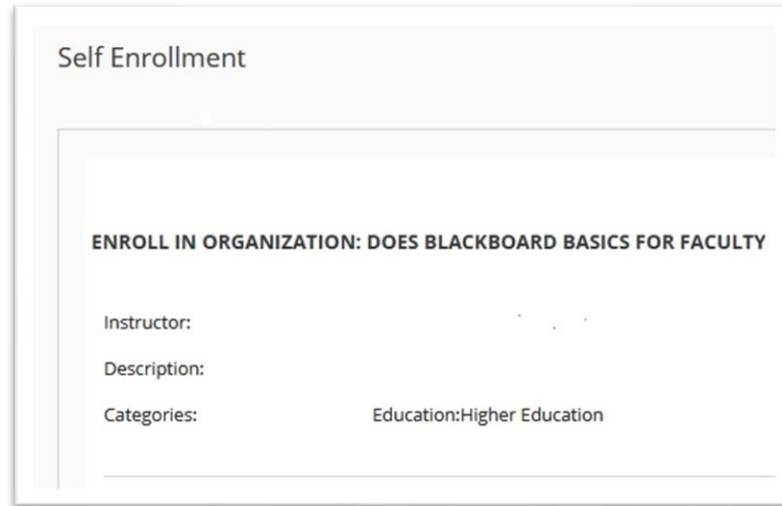
NOTE: If you do not see the **Organization Search module**, click on the **Add Module** button at the top of the page



6. On the **Browser Organization Catalog** page, hover your mouse over the **Organization ID** and **click on the downward arrow**. Select **Enroll**

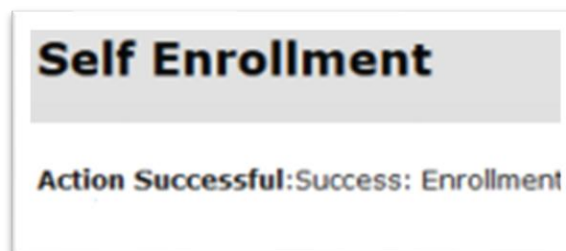


7. On the Self Enrollment page, select the **Submit button** in the lower right corner to complete enrollment



The screenshot shows a 'Self Enrollment' form. At the top, it says 'Self Enrollment'. Below that, there is a section titled 'ENROLL IN ORGANIZATION: DOES BLACKBOARD BASICS FOR FACULTY'. Underneath, there are fields for 'Instructor:', 'Description:', and 'Categories:'. The 'Categories:' field is populated with 'Education:Higher Education'. There is a 'Submit' button in the lower right corner of the form.

8. Once you have enrolled successfully you will get an **Action Successful** message stating that you were added to the organization. Select **OK** to be brought into the Organization



NOTE: Once you are a participant in an organization it will show up on your **My Organizations Module** on the Home tab of Blackboard