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
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.

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.