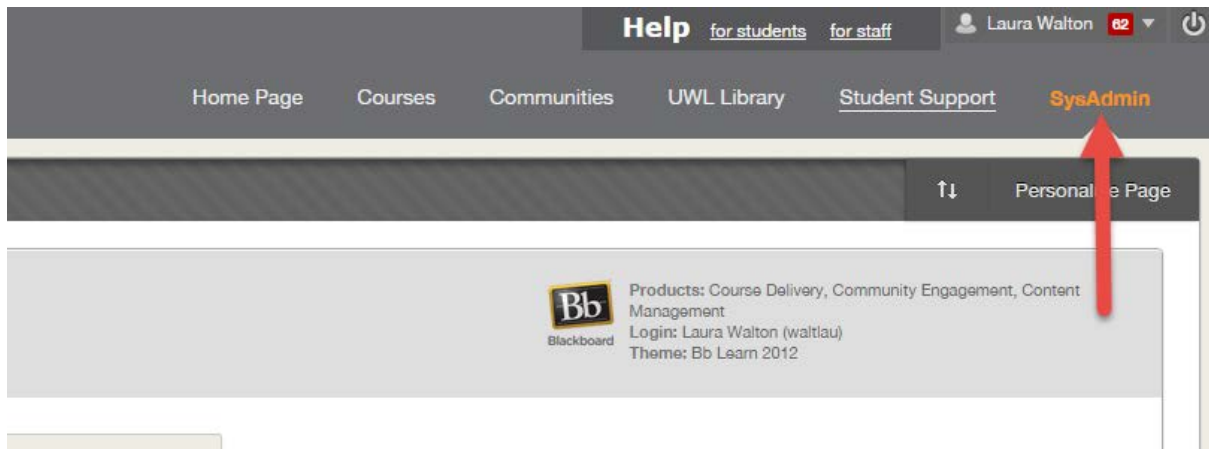
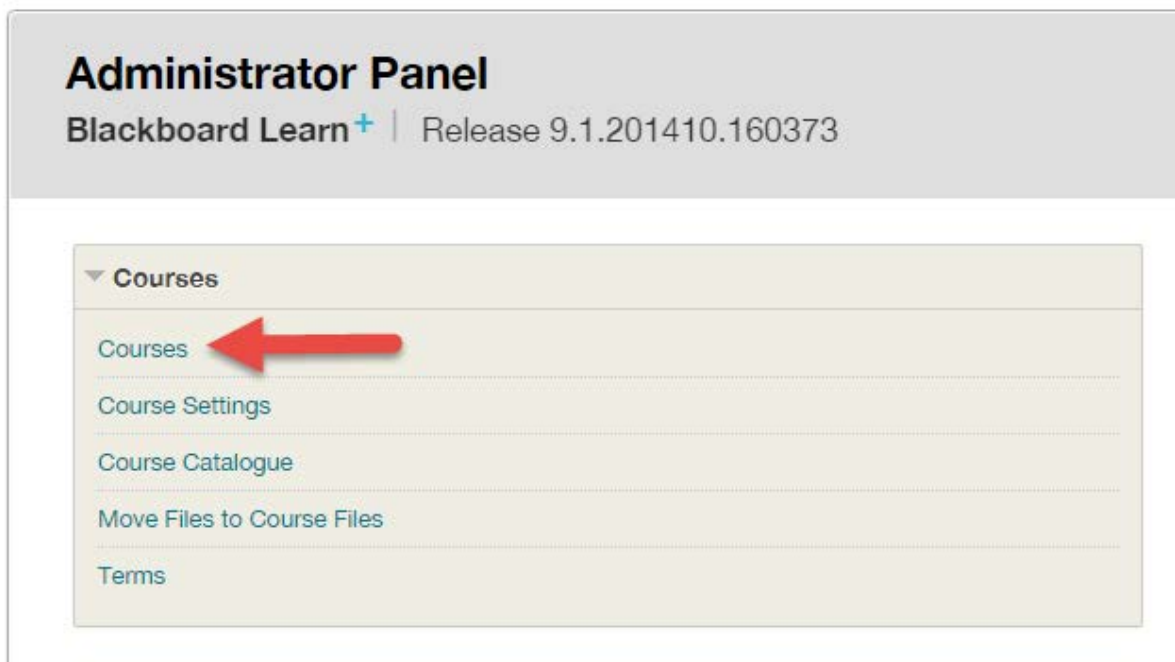


How to search for and enrol yourself onto courses and modules on Blackboard

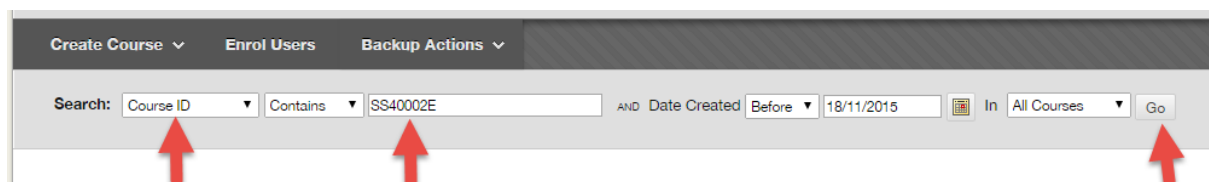
To search for modules on Blackboard you will need to click on SysAdmin:



On the next screen, click on Courses:



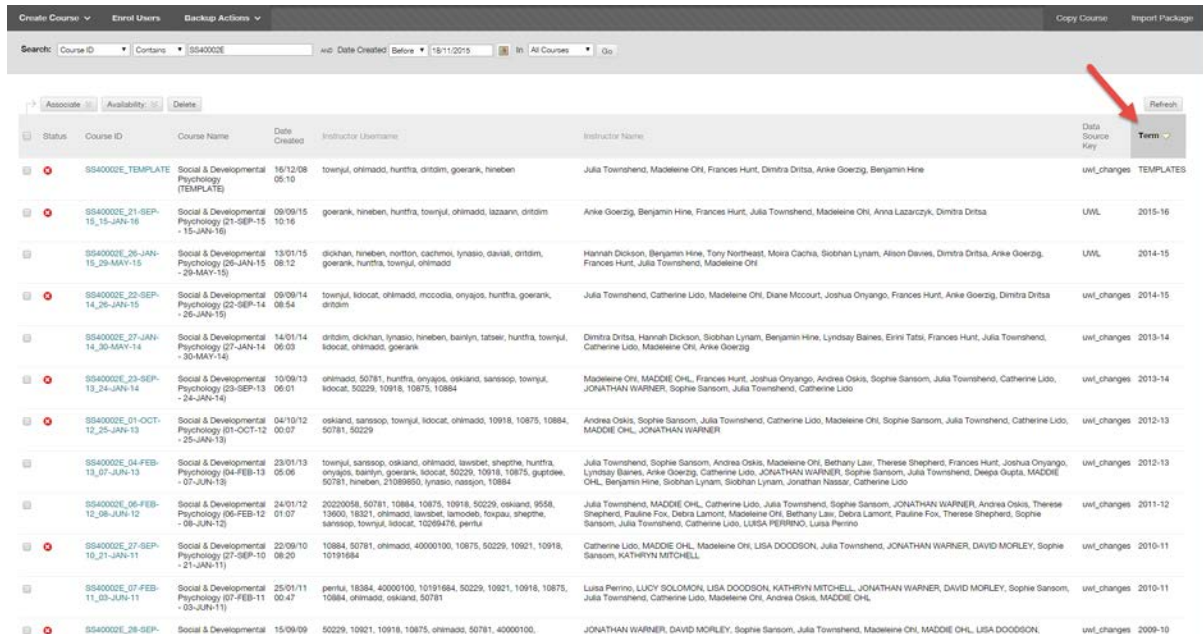
On the course search screen you will need to change the first dropdown option box to 'course ID' then enter the module code for the module that you want to search for and click 'Go':



If the module code does not retrieve any results then it may be worth checking whether any zeros may actually be the letter O (and vice versa). If this still doesn't retrieve any results then you will

need to contact the Unit-E team (Unite@uwl.ac.uk) to check that the code is correct and that they have created this module.

Depending on how long the module has been running for, searching by module code may retrieve multiple results. You can find the Template and most recent Instance by filtering these results by 'Term':



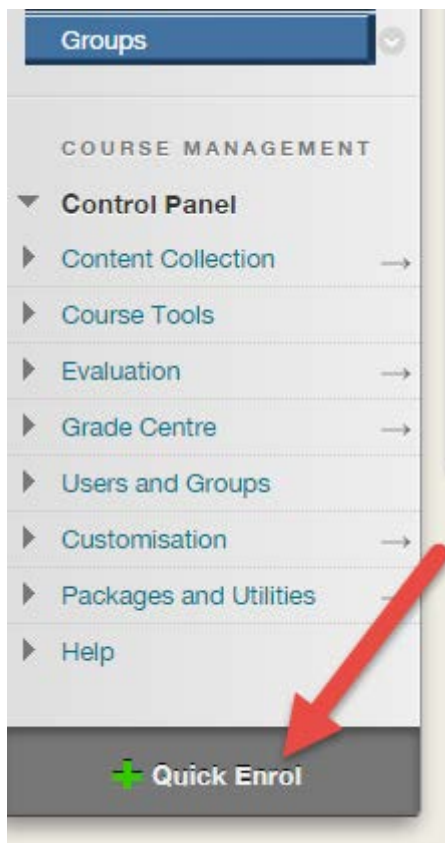
Status	Course ID	Course Name	Date Created	Instructor Usernames	Instructor Name	Data Source Key	Term
●	SS40002E_TEMPLATE	Social & Developmental Psychology (TEMPLATE)	16/12/08 05:16	townjuf, ohimadd, hurthra, dritdim, goearnk, hineben	Julia Townsend, Madeleine Ohi, Frances Hunt, Dimitra Dritsa, Anke Goerzig, Benjamin Hine	uwl_changes	TEMPLATES
●	SS40002E_21-SEP-15-15-JAN-16	Social & Developmental Psychology (21-SEP-15 - 15-JAN-16)	09/09/15 10:16	goearnk, hineben, hurthra, townjuf, ohimadd, lazamni, dritdim	Anke Goerzig, Benjamin Hine, Frances Hunt, Julia Townsend, Madeleine Ohi, Anna Laczarczyk, Dimitra Dritsa	UWL	2015-16
●	SS40002E_26-JAN-15-29-MAY-15	Social & Developmental Psychology (26-JAN-15 - 29-MAY-15)	13/01/15 08:12	dickhan, hineben, norton, cachmoi, lynasio, daviak, dritdim, goearnk, hurthra, townjuf, ohimadd	Hannah Dickson, Benjamin Hine, Tony Northwest, Moira Cachis, Siobhan Lynam, Alison Davies, Dimitra Dritsa, Anke Goerzig, Frances Hunt, Julia Townsend, Madeleine Ohi	UWL	2014-15
●	SS40002E_23-SEP-14-26-JAN-15	Social & Developmental Psychology (23-SEP-14 - 26-JAN-15)	09/09/14 08:54	townjuf, lidoat, ohimadd, mccoada, onyapso, hurthra, goearnk, sanam	Julia Townsend, Catherine Lido, Madeleine Ohi, Diane Mccourt, Joshua Onyango, Frances Hunt, Anke Goerzig, Dimitra Dritsa	uwl_changes	2014-15
●	SS40002E_27-JAN-14-30-MAY-14	Social & Developmental Psychology (27-JAN-14 - 30-MAY-14)	14/01/14 06:03	dritdim, dickhan, lynasio, hineben, bairlyn, tatsel, hurthra, townjuf, lidoat, ohimadd, goearnk	Dimitra Dritsa, Hannah Dickson, Siobhan Lynam, Benjamin Hine, Lindsay Baines, Enni Tatzl, Frances Hunt, Julia Townsend, Catherine Lido, Madeleine Ohi, Anke Goerzig	uwl_changes	2013-14
●	SS40002E_23-SEP-13-24-JAN-14	Social & Developmental Psychology (23-SEP-13 - 24-JAN-14)	10/09/13 06:01	ohimadd, 50781, hurthra, onyapso, eskiland, sanasop, townjuf, lidoat, 50229, 10918, 10875, 10884	Madeleine Ohi, MADDE OHL, Frances Hunt, Joshua Onyango, Andrea Oskis, Sophie Sansom, Julia Townsend, Catherine Lido, JONATHAN WARNER, Sophie Sansom, Julia Townsend, Catherine Lido	uwl_changes	2013-14
●	SS40002E_21-OCT-12-25-JAN-13	Social & Developmental Psychology (21-OCT-12 - 25-JAN-13)	04/10/12 00:07	eskiand, sanasop, townjuf, lidoat, ohimadd, 10918, 10875, 10884, 50781, 50229	Andrea Oskis, Sophie Sansom, Julia Townsend, Catherine Lido, Madeleine Ohi, Sophie Sansom, Julia Townsend, Catherine Lido, MADDE OHL, JONATHAN WARNER	uwl_changes	2012-13
●	SS40002E_04-FEB-13-07-JUN-13	Social & Developmental Psychology (04-FEB-13 - 07-JUN-13)	23/01/13 05:06	townjuf, sanasop, eskiland, ohimadd, taxsabet, shepthe, hurthra, onyapso, bairlyn, goearnk, lidoat, 50229, 10918, 10875, guptade, 50781, hineben, 2108895, lynasio, nasopn, 10884	Julia Townsend, Sophie Sansom, Andrea Oskis, Madeleine Ohi, Bethany Law, Therese Shepherd, Frances Hunt, Joshua Onyango, Lindsay Baines, Anke Goerzig, Catherine Lido, JONATHAN WARNER, Sophie Sansom, Julia Townsend, Deepa Gupta, MADDE OHL, Benjamin Hine, Siobhan Lynam, Siobhan Lynam, Jonathan Nassar, Catherine Lido	uwl_changes	2012-13
●	SS40002E_06-FEB-12-08-JUN-12	Social & Developmental Psychology (06-FEB-12 - 08-JUN-12)	24/01/12 01:07	20220058, 50781, 10884, 10875, 10918, 50229, eskiland, 9558, 13609, 18321, ohimadd, savsdat, bamoad, kopau, sheghe, sanasop, townjuf, lidoat, 10285476, perntu	Julia Townsend, MADDE OHL, Catherine Lido, Julia Townsend, Sophie Sansom, JONATHAN WARNER, Andrea Oskis, Therese Shepherd, Pauline Fox, Debra Lamont, Madeleine Ohi, Bethany Law, Debra Lamont, Pauline Fox, Therese Shepherd, Sophie Sansom, Julia Townsend, Catherine Lido, LUISA PERRINO, Luisa Perrino	uwl_changes	2011-12
●	SS40002E_27-SEP-10-21-JAN-11	Social & Developmental Psychology (27-SEP-10 - 21-JAN-11)	22/09/10 08:20	10884, 50781, ohimadd, 40000100, 10675, 50229, 10921, 10918, 10191684	Catherine Lido, MADDE OHL, Madeleine Ohi, LISA DOODSON, Julia Townsend, JONATHAN WARNER, DAVID MORLEY, Sophie Sansom, KATHRYN MITCHELL	uwl_changes	2010-11
●	SS40002E_07-FEB-11-03-JUN-11	Social & Developmental Psychology (07-FEB-11 - 03-JUN-11)	25/01/11 02:47	perntu, 16384, 40000100, 10191684, 50229, 10921, 10918, 10875, 10884, ohimadd, eskiland, 50781	Luisa Perrino, LUCY SOLOMON, LISA DOODSON, KATHRYN MITCHELL, JONATHAN WARNER, DAVID MORLEY, Sophie Sansom, Julia Townsend, Catherine Lido, Madeleine Ohi, Andrea Oskis, MADDE OHL	uwl_changes	2010-11
●	SS40002E_28-SEP-	Social & Developmental	15/09/09	50229, 10921, 10918, 10875, ohimadd, 50781, 40000100.	JONATHAN WARNER, DAVID MORLEY, Sophie Sansom, Julia Townsend, Madeleine Ohi, MADDE OHL, LISA DOODSON	uwl_changes	2009-10

Once you have found the module that you wish enrol yourself onto, click on the blue hyperlink in the course ID column to access it:



Status	Course ID	Course Name	Date Created	Instructor Usernames	Instructor Name	Data Source Key	Term
●	SS40002E_TEMPLATE	Social & Developmental Psychology (TEMPLATE)	16/12/08 05:16	townjuf, ohimadd, hurthra, dritdim, goearnk, hineben	Julia Townsend, Madeleine Ohi, Frances Hunt, Dimitra Dritsa, Anke Goerzig, Benjamin Hine	uwl_changes	TEMPLATES

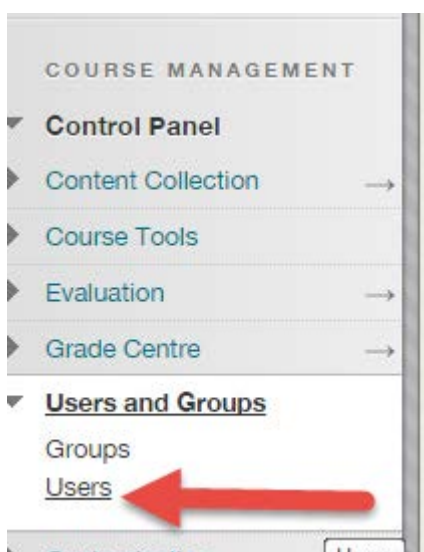
Click on the 'Quick Enrol' link at the bottom of the left hand sidebar:



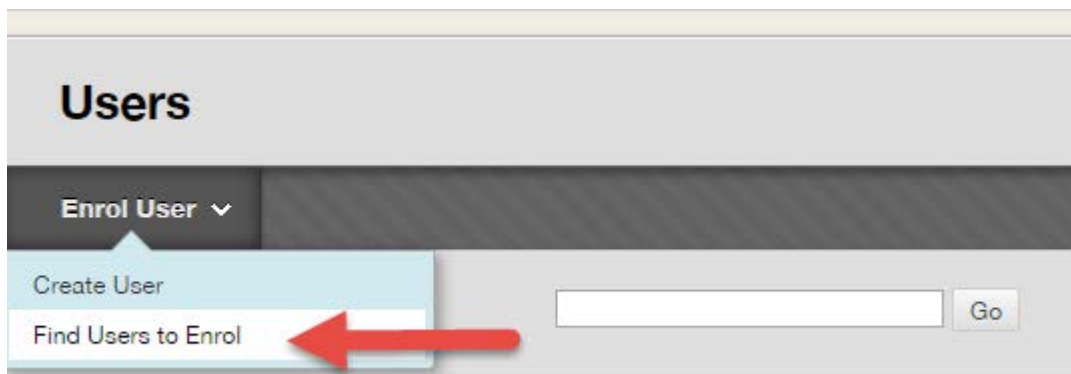
This will enrol you onto the module as an Instructor.

Once you are an instructor on a module you can also enrol any colleagues who need access.

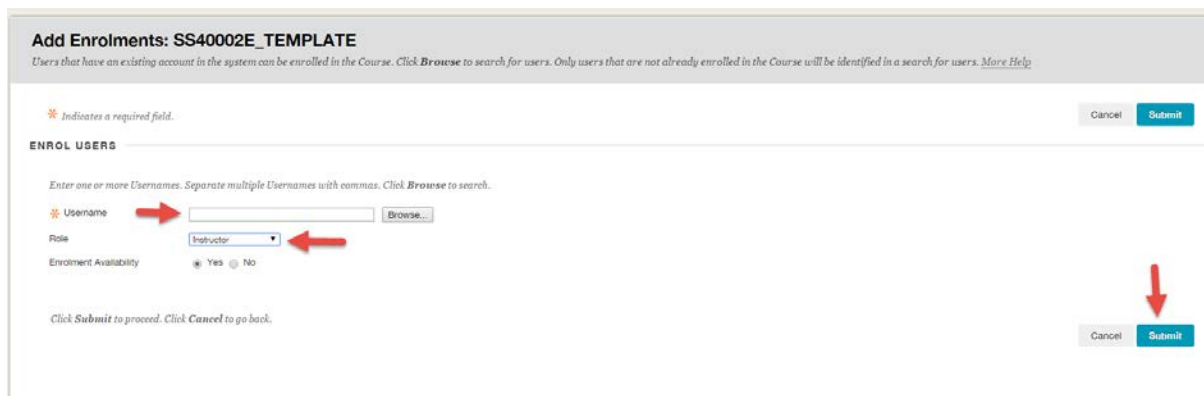
To add a member of staff to a module, click on the 'Users and Groups' link in the control panel menu and then on 'users'



On the next screen, click on 'Enrol User' and then on 'Find Users to Enrol'



On the next screen, enter the username of the member of staff who you want to enrol in the username field, change the role to 'Instructor' and click 'Submit'



Add Enrolments: SS40002E_TEMPLATE
Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search for users. Only users that are not already enrolled in the Course will be identified in a search for users. [More Help](#)

* Indicates a required field. Cancel Submit

ENROL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username Browse...

Role:

Enrolment Availability: Yes No

Click **Submit** to proceed. Click **Cancel** to go back. Cancel Submit

You should receive a message confirming that this enrolment has been processed.