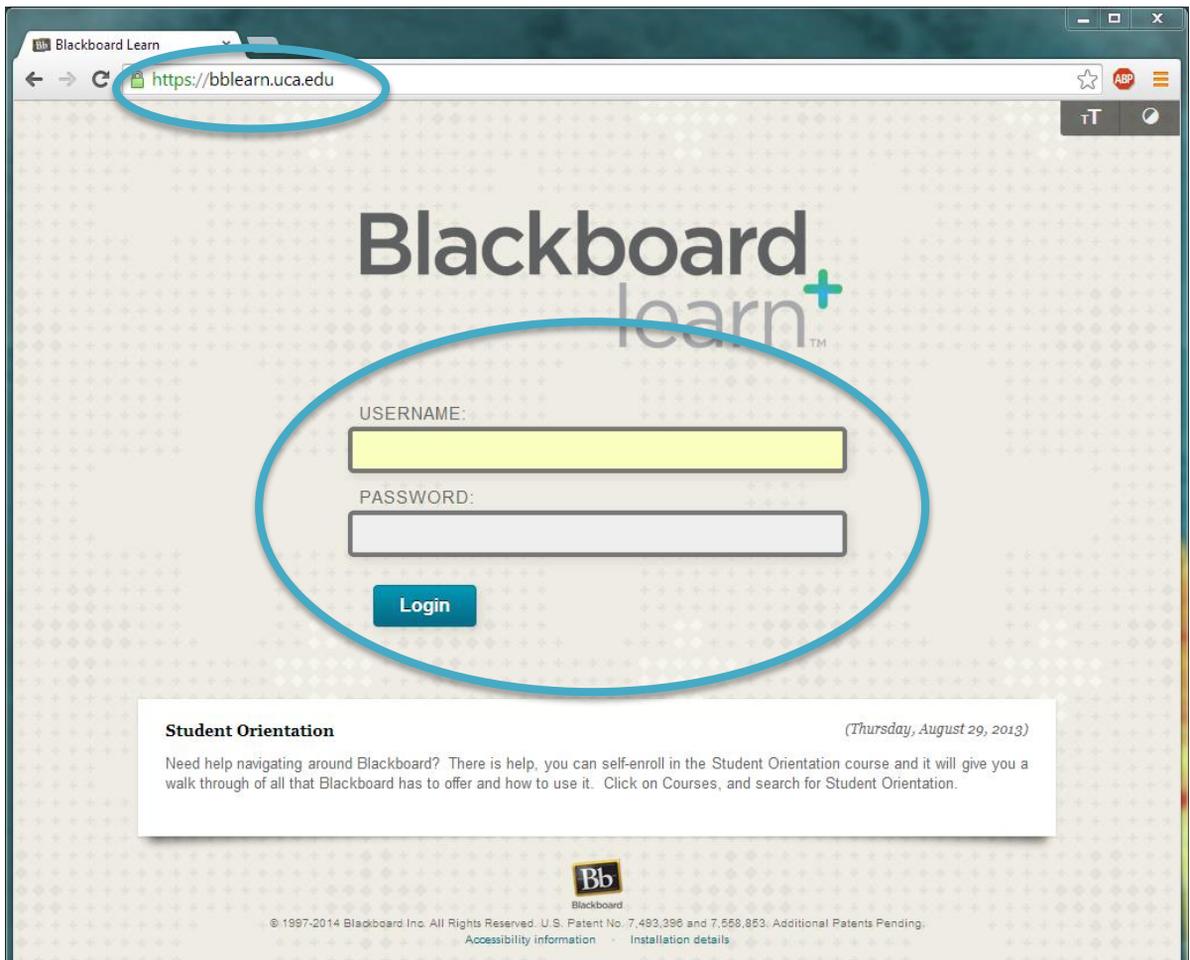


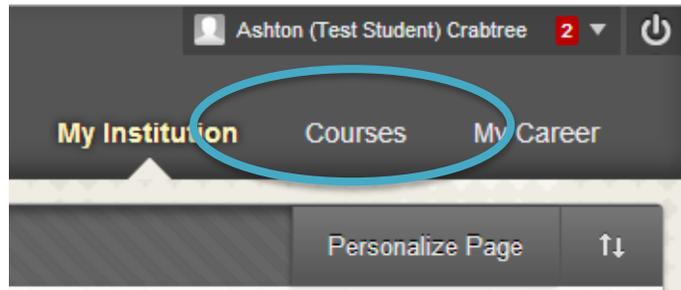
How to Add the Chalk and Wire Orientation Course

1. Open an Internet browser on your computer (Internet Explorer, Chrome, Firefox, Safari, etc.).
2. In the Address Bar, type the following address: <https://bblearn.uca.edu/>
3. Log into Blackboard using your UCA username and password.

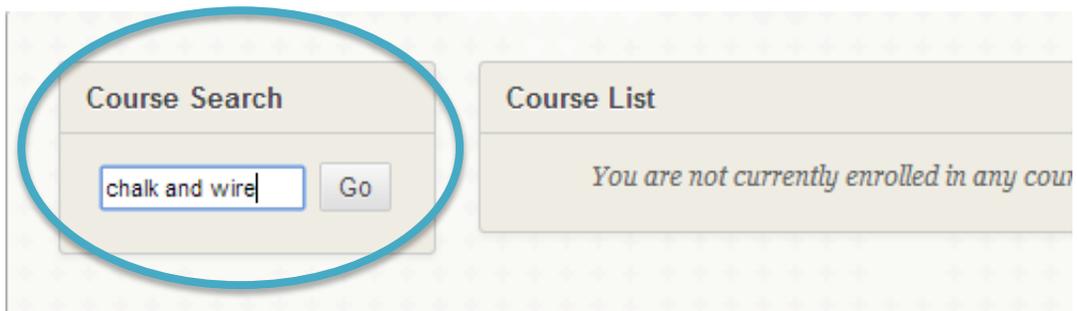


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4. Click “Courses” in the top right corner.



5. In the Course Search box, search for “Chalk and Wire.” Click “Go.”



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- You will be taken to the “Browse Course Catalog” page that will return only results containing “Chalk and Wire.”

The screenshot shows the 'Browse Course Catalog' page. At the top, there are navigation links for 'My Institution', 'Courses', and 'My Career'. Below this is a breadcrumb trail with 'Course Catalog' and a help icon. The main heading is 'Browse Course Catalog'. There is a search bar with 'chalk and wire' entered. Below the search bar, there are options to 'Browse Terms'. The search results table is highlighted with a blue border and contains one entry:

| Course ID ▲ | Course Name | Instructor Names | Description | Textbooks |
|-------------|----------------------------|-----------------------------|-------------|-----------|
| CWO | Chalk and Wire Orientation | Ashton Crabtree, Adam Stone | | |

At the bottom right of the table, it says 'Displaying 1 to 1 of 1 items' and there are 'Show All' and 'Edit Paging...' buttons.

- Hover over “CWO” in the Course ID column until a down arrow appears. Click the arrow.

This screenshot is similar to the previous one, but the 'CWO' in the Course ID column is circled in blue. A light blue tooltip menu is open over the 'CWO' cell, containing an 'Enroll' button. The rest of the page, including the search bar and table headers, is the same as in the previous screenshot.

- Click “Enroll.”

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- Click "Submit" on the next page to verify your enrollment in the Chalk and Wire Orientation course.

The screenshot shows the 'Self Enrollment' page in Blackboard. At the top, there are navigation links for 'My Institution', 'Courses', and 'My Career'. Below this is a header for 'Self Enrollment' with a home icon and a help icon. The main content area is divided into two sections. The first section, titled '1. Enroll in Course: Chalk and Wire Orientation (CWO)', lists the instructor as 'Ashton Crabtree, Adam Stone', the description, and the category as 'Education: Higher Education'. The second section, titled '2. Submit', contains the instruction 'Click Submit to proceed. Click Cancel to quit.' Both sections have 'Cancel' and 'Submit' buttons at the bottom right, with the 'Submit' buttons circled in blue.

- Click "OK" and be taken directly into the Chalk and Wire Orientation course.
- To access the course later, you will have to navigate back to <https://bblearn.uca.edu/> and click "Courses." You will not be able to access this course through MyUCA.

The screenshot shows the Blackboard Course Search page. At the top, there are navigation links for 'My Institution', 'Courses', and 'My Career'. Below this is a header for 'myUCA Blackboard' with a user profile for 'Ashton (Test Student) Crabtree'. The main content area is divided into three sections: 'Course Search' with a search box and a 'Go' button; 'Course List' showing 'Courses where you are: Student' and listing 'CWO: Chalk and Wire Orientation' with instructor 'Ashton Crabtree; Adam Stone'; and 'Course Catalog' with a 'Browse Course Catalog' button.