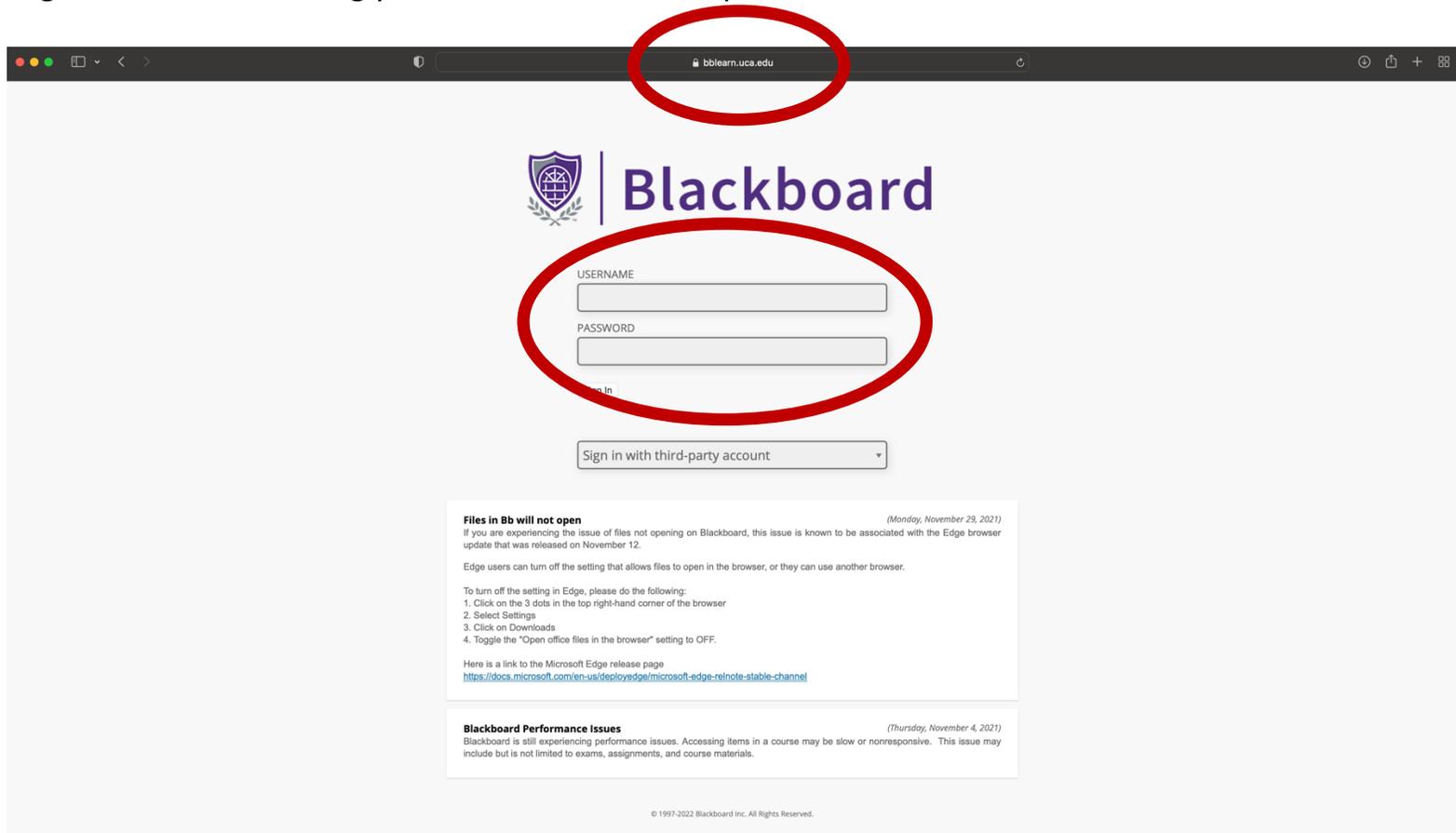


How to Add the Chalk & Wire (Anthology) Orientation Course

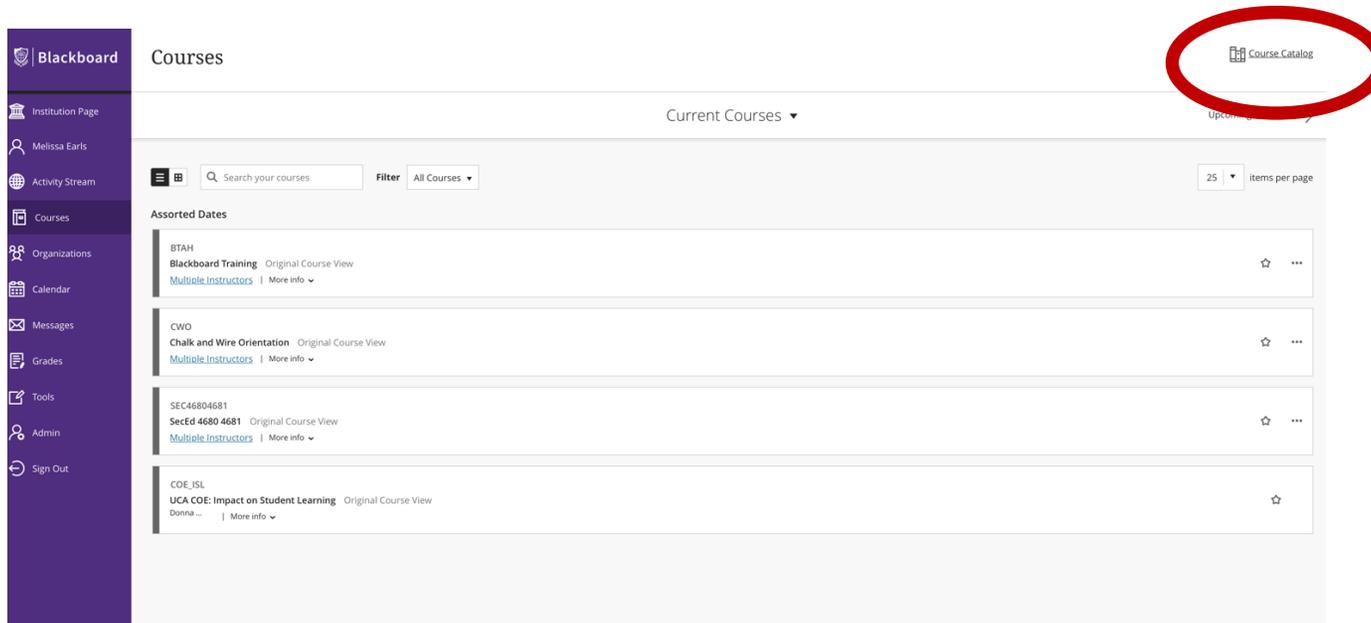
1. Open an internet browser on your computer (Chrome, Safari, Firefox, Edge, etc.).
2. In the address bard, type the following address: <https://bblearn.uca.edu/>
3. Log into Blackboard using your UCA username and password.



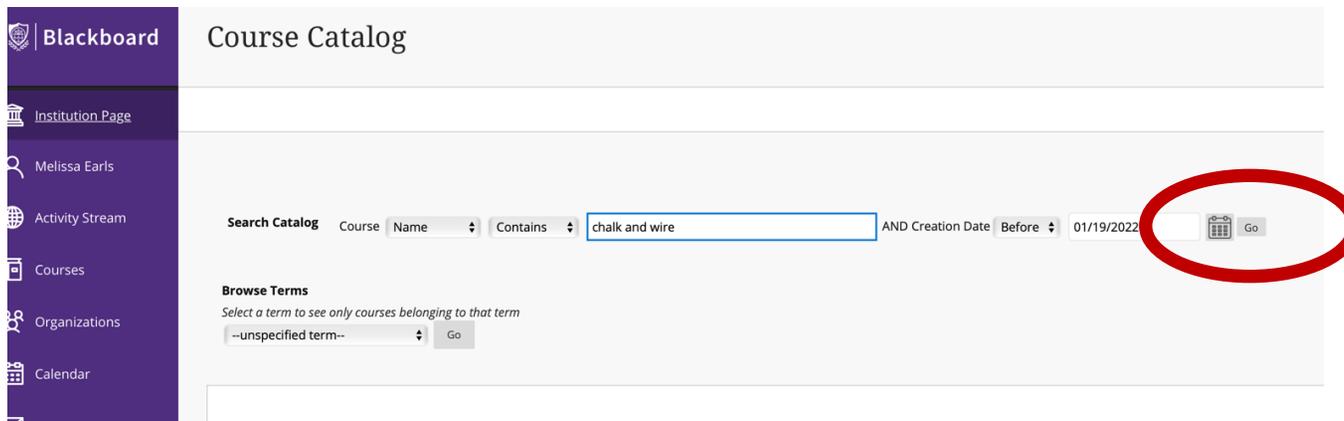
4. Click “Courses” on the left-hand side of the screen (in the purple banner).

The screenshot displays the Blackboard user interface. On the left is a purple navigation banner with the Blackboard logo at the top. Below the logo, the banner lists several menu items: 'Institution Page', 'Melissa Earls', 'Articles (1)', 'Courses', 'Calendar', 'Messages', 'Grades', 'Tools', 'Admin', and 'Sign Out'. The 'Courses' menu item is circled in red. The main content area features a banner for the University of Central Arkansas. Below the banner, there are three sections: 'Student Success' with a list of links (Center for Writing and Communication, Disability Resource Center, Success Coaching, Torreyson Library, Tutoring Services) and an image of a student working at a laptop; 'Online Support' with a list of links (Blackboard Mobile App, Blackboard Help, Blackboard Crosslist/Add User Request Form, IT Helpdesk) and a 'Show All (6)' link, accompanied by an image of a staff member assisting a student; and 'Other Helpful Links' with a list of links (Academic Advising, Bookstore, Career Development, Counseling Services) and a 'Show All (10)' link, accompanied by an image of students walking on a campus path. A small help icon is visible in the bottom right corner.

5. Click on “Course Catalog” on the upper right-hand corner of the screen.



6. In the search box, search for “Chalk and Wire” then click “Go.”



7. Hover/click on “CWO” in the Course ID column until a down arrow appears. Click on the arrow...you will see an enroll option...then click “Enroll.”

The screenshot shows the Blackboard Course Catalog interface. A search bar at the top contains the text "chalk and wire". Below the search bar, there is a table with the following columns: COURSE ID, COURSE NAME, INSTRUCTOR, and DESCRIPTION. The first row in the table has the following data: COURSE ID: CWO, COURSE NAME: Chalk and Wire Orientation, INSTRUCTOR: Melissa Earls, Thomas Bruick, Ashton Hankins. A dropdown menu is open under the "CWO" course ID, showing an "Enroll" option. The "Enroll" option is highlighted with a red circle.

8. Click “Submit” on the next page to verify your enrollment in the Chalk & Wire Orientation course.

The screenshot shows the "Self Enrollment" page for the "Chalk and Wire Orientation" course. The page title is "Self Enrollment". Below the title, there is a section titled "ENROLL IN COURSE: CHALK AND WIRE ORIENTATION (CWO)". Under this section, there are three rows of information: "Instructor: Melissa Earls, Thomas Bruick, Ashton Hankins", "Description:", and "Categories: Education:Higher Education". At the bottom of the page, there is a "Click Submit to proceed." instruction. A "Submit" button is highlighted with a red circle.

9. Now, when you click on your Courses you will see Chalk & Wire Orientation listed.