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.

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	Blackboard	
	USERNAME PASSWORD	
	Sign in with third-party account	
	Files in Bb will not open (Mondoy, November 29, 2021) If you are experiencing the issue of files not opening on Blackboard, this issue is known to be associated with the Edge browser update that was released on November 12. Edge users can turn off the setting that allows files to open in the browser, or they can use another browser.	
	To turn off the setting in Edge, please do the following: 1. Click on the 3 dots in the top right-hand corner of the browser 2. Select Settings 3. Click on Downloads 4. Toggle the "Open officer files in the browser" setting to OFF. Here is a link to the Microsoft Edge release page https://docs.microsoft.com/en-us/deployadge/microsoft.edge-relnote-stable-channel	
	Blackboard Performance Issues (Thursday, November 4, 2021) Blackboard is still experiencing performance issues. Accessing items in a course may be slow or nonresponsive. This issue may include but is not limited to exams, assignments, and course materials.	
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4. Click "Courses" on the left-hand side of the screen (in the purple banner).

Blackboard	
Institution Page	University of Central Arkansas
A Melissa Earls	
Artivity Stream	Student Success
Courses	Center for Writing and Communication
	Disability Resource Center
Calendar	Success Coaching
Messages	Torreyson Library
Grades	Tutoring Services
Tools	Online Support
Admin	Blackboard Mobile App
G Sign Out	Blackboard Help
	Blackboard Crosslist/Add User Request Form
	IT Helpdesk
	Show All (6)
	Other Helpful Links
	Academic Advising
	Bookstore
	Career Development
	Counseling Services
	Show All (10)
Privace	

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

	Courses		Course Catalog
Institution Page		Current Courses 🔻	Upcomme
۹ Melissa Earls			
Activity Stream	■ ■ Q. Search your courses Filter All Courses ▼		25 🔻 items per page
Courses /	Assorted Dates		
B Organizations	BTAH Blackhoard Training Original Course View		☆ …
Calendar	blackoparo i raining i original course view Multiole.Instructors More info ↓		
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Grades	Chalk and Wire Orientation Original Course View <u>Multiple Instructors</u> 1 More info		û ···
Tools	SEC46804681		
🔓 Admin	SecEd 4680 4681 Original Course View Multiple Instructors More info		合 …
🗩 Sign Out	COE_ISL UCA COE: Impact on Student Learning Original Course View Donna More info v		☆

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

۲	Blackboard	Course Catalog
Î	Institution Page	
م	Melissa Earls	
€	Activity Stream	Search Catalog Course Name + Contains + Chalk and wire AND Creation Date Before + 01/19/2022
Ō	Courses	Browse Terms
ಕೆ	Organizations	Select a term to see only courses belonging to that term
2	Calendar	

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."

🗑 Blackboard	Course Catalog			
Institution Page				
ک Melissa Earls				
Activity Stream	Search Catalog Course Name	Contains chalk and wire	AND Creation Date Before + 01/19/2022	
Courses	Browse Terms			
$\{$ Organizations	Select a term to see only courses belongin unspecified term \$	ng to that term Go		
Calendar				
Messages		COURSE NAME	INSTRUCTOR	DESCRIPTION
Grades	сwo	halk and Wire Orientation	Melissa Earls, Thomas Bruick, Ashton Hankins	
Tools	Enroll Enroll			Displaying 1 to 1 of 1 items Show All Edit Paging

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

cł	halk and Wire Orientation	elf Enrollment	
9	Self Enrollment		
	ENROLL IN COURSE: CHALK	AND WIRE ORIENTATION (CWO)	
	Instructor:	Melissa Earls, Thomas Bruick, Ashton Hankins	
	Description:		
	Categories:	Education:Higher Education	
	Click Submit to proceed.	Cancel Submit	シ

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