

Joining a Harper Blackboard Course

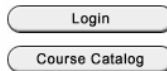
These instructions are only for students who have been instructed to join (self-enroll) in a course offered on the Harper College Blackboard server on their own. If your professor has already enrolled you, please enter your User Name and Password to join your course.



1. Open Internet Explorer or Netscape Navigator. If you use AOL, you will need to connect as usual and then open either Internet Explorer or Netscape Navigator to access all features of your course without problems.
2. Type <http://harper.blackboard.com> in the “Address” (Internet Explorer) or “Location” (Netscape Navigator) box and then press the “Enter” key on your keyboard.



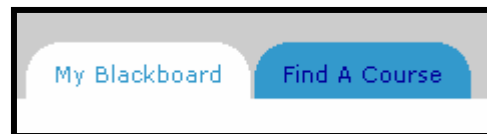
3. Click on the “Login” button.



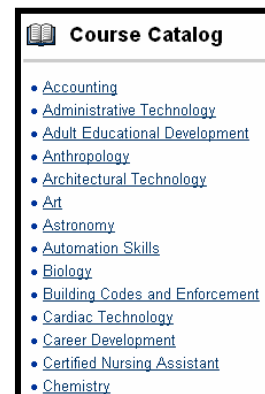
4. Enter your User Name in the appropriate text box (see “What is my User Name and Password?” document if you don’t already know this information).

A screenshot of a login form titled 'Have an Account? Login Here.' It includes instructions to enter login information and click the 'Login' button. There are input fields for 'Username:' (containing 'georgewashington1234') and 'Password:' (with masked characters), and a 'Login' button at the bottom right.

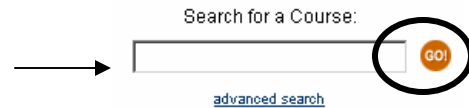
5. Enter your Password in the appropriate text box.
6. Click on the “Login” button.
7. Click on the blue “**Find A Course**” tab located near the top left side of your screen window.



8. Click on the subject area link in the Course Catalog area that corresponds to the course in which you want to enroll (i.e. History).




9. Type either the name of the course (i.e. The American Experience to 1877) or the course identifier (i.e. HST111) into the “Search for a Course” text box.




10. Click on the round “Go” button.

11. Click on the oval “Enroll” button located to the right side of your course information. If an **Access Code** is required, use the code provided by your professor. Note: If no “Enroll” button is visible, contact your professor immediately so you can complete the enrollment process.

<p>HST 111 005 - The American Experience to 1877 (On Campus) (HST111) <i>Instructor(s): Tom DePalma</i></p> <p>Surveys the American experience through the pre-revolutionary period, the expansion westward and the Civil War. Special stress is placed upon the social, economic, cultural, political and constitutional development of the United States.</p>	
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12. Click on the “Submit” button to complete the enrollment process in your course. Note: If you cannot enroll because an **Access Code** is required, please contact your professor immediately to get this information so that you can complete the enrollment process.
13. You should see a message that says, “You have been successfully enrolled in (Your Course Name) as (Your User Name). Click **OK** to continue.” If you do not see this message, contact your professor or technical support immediately.
14. Click on the “OK” button, and you will be taken into your new course.

 Note: You only need to complete the enrollment process **one** time for each new course. To access your courses at other times, enter your User Name and Password, click the “Login” button, and access your course via the link provided on the right side of your Welcome page.

If you have difficulty with the self-enroll process, please contact Technical Support at 847.925.6090 or send email to:
bbtechsupport@harpercollege.edu