

Blackboard eLearning Course

Quick Start Guide: How to self-enrol in a course

This quick start guide will guide you on how to self-enrol in a Blackboard eLearning course.

Login and navigate to Blackboard Learn courses

1. Enter **myPortal.MacEwan.ca** into an internet browser.
2. Enter your login credentials and click **Login**.
3. From the *Quick Links* box, click **Blackboard Learn**.
4. Click on **My Blackboard** and then **Self-Enroll Courses**.
5. Find the course you want to enroll in and click the course title.
6. In the *Self Enrollment* window, ensure that you're enrolling in the correct course and click **Submit**.
7. An *Action Successful* message will be displayed, click **OK** to continue.
8. The course will be displayed in the **My Courses** list, which can be found in **My Blackboard > My Institution**.

NOTE: If you do not need to self-enrol, have previously enrolled, or taken a Blackboard course, go to **My Blackboard > My Institution** and view your courses in the **My Courses** list.

If you have any questions, please contact the Health, Safety and Environment at hse@macewan.ca