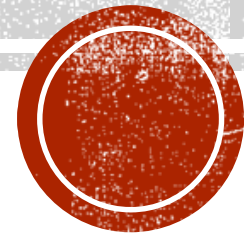


# **BLACKBOARD ENROLLMENT TIP SHEET**

**Term 02 – Academic year 2017/2018**



# INSTRUCTIONS

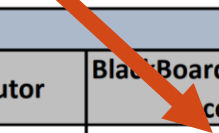
- Please note that enrollment is open from **17<sup>th</sup> of DEC, 2017 till 01<sup>st</sup> of JAN, 2018**
- Kindly coordinate and confirm with your Personal Tutor/SAT or Head of Programme on the modules to be added.
- Please note that your Blackboard account will be disabled if you have an outstanding balance on your account and your registration for the next term may get delayed.
- It is your responsibility to search/ select the correct module as per your programme.
- Please refer to the following slides on “How to enroll your modules”.
- For more assistance, please contact SA team on [sa@buid.ac.ae](mailto:sa@buid.ac.ae)



# 1- GET THE BLACKBOARD ENROLLMENT CODE

- Navigate to the university's timetable page: [www.buid.ac.ae/timetables](http://www.buid.ac.ae/timetables)
- Select your programme:
- Copy the Blackboard enrollment code as per the timetable:

Term 2, January 2018						
Module Code	Module Name	Module Category	Credits	Module Co-ordinator	Module Tutor	Black Board enrollment code
MGT525	Operations Management	Core	20	Dr. Sulafa Badi	Dr. Sulafa Badi	<a href="#">MGT525_Jan2018</a>



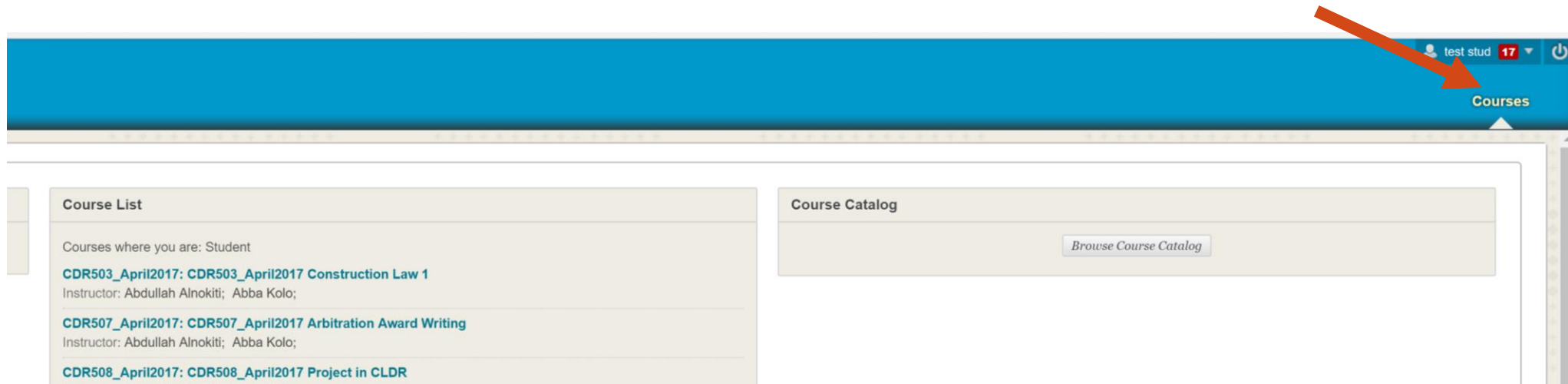
# 2- LOGIN TO BLACKBOARD

- Use your user name and password to login for your Blackboard account

(Please be noted that accounts with outstanding balance won't be active).

- Click on courses

(On the upper right side of your login screen).

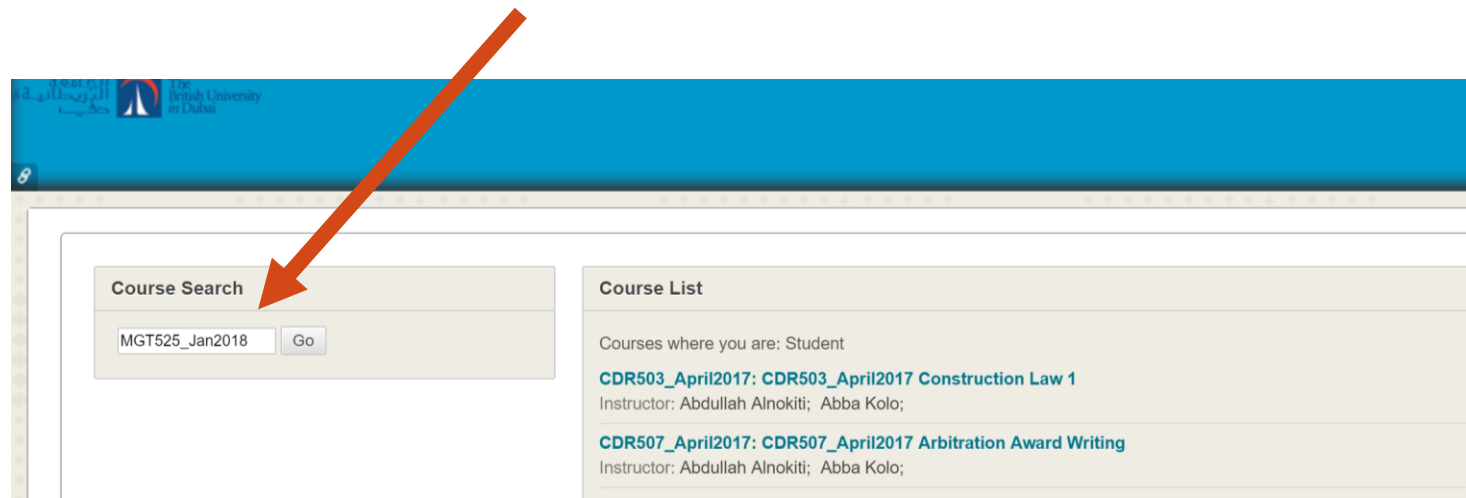


# 3- SEARCH THE MODULE CODE

- Enter the module code in the search area

(On the upper right side of the screen).

- Click on **Go**



The screenshot shows a web interface for searching courses. At the top, there is a blue header with the university logo and name. Below the header, there is a search area with a text input field containing 'MGT525\_Jan2018' and a 'Go' button. An orange arrow points to the 'Go' button. To the right of the search area is a 'Course List' section. It displays the text 'Courses where you are: Student' followed by two course entries: 'CDR503\_April2017: CDR503\_April2017 Construction Law 1' and 'CDR507\_April2017: CDR507\_April2017 Arbitration Award Writing'. Each entry includes the instructor names 'Abdullah Alnokiti; Abba Kolo;'. The interface is clean and professional, with a light beige background for the search and list areas.



# 4- ENROLL IN THE MODULE

- Click on options

(Appears next to module code)

**Browse Course Catalog**

Search Catalog Course Name Contains MGT525\_Jan2018 AND Creation Date Before 12/18/2017 Go

**Browse Terms**  
Select a term to see only courses belonging to that term  
--unspecified term-- Go

Course ID	Course Name
MGT525_Jan2018	MGT525_Jan2018 Operations Management

- Select **Enroll**

**Browse Course Catalog**

Search Catalog Course Name Contains MGT525\_Jan2018 AND Creation Date Before 12/18/2017 Go

**Browse Terms**  
Select a term to see only courses belonging to that term  
--unspecified term-- Go

Course ID	Course Name
MGT525_Jan2018	MGT525_Jan2018 Operations Management



# 5- ENROLLMENT CONFIRMATION

- Click on submit to confirm your enrollment.

(Please make sure that you select the correct module before you click on Submit)

### Self Enrollment

Cancel Submit

ENROLL IN COURSE: MGT525\_JAN2018 OPERATIONS MANAGEMENT (MGT525\_JAN2018)


Instructor:

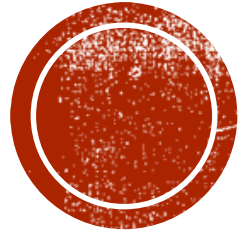
Description:

Categories: Education:Higher Education

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel Submit





**ENROLLMENT PROCESS IS  
COMPLETED . . .**

