Instructions for Self -Enrolling in "Assessing Academic Programs" Online Certificate Course

Step 1: Log into **Blackboard** with your USC Network username and password

Step 2: Go into **Courses** from the global menu and you will see a button for Course Catalog in the upper right side of the screen.

Step 3: Click **Course Catalog**.

Step 4: In the **Search Catalog**, type "**Assessing Academic Programs"** in the box next to "Course Name Contains".

Step 5: Click **[Go]**. You will see a list of the courses that allow Guest access and that allow Self-Enrollment.

Step 6: Click on the **dropdown** beside the Bb course ID "*ASSESS-DGREE-PRGRMS"*

Step 7: Choose **Enroll**. You will be given information about the course.

Step 8: Click **[Submit]** to continue. You will get confirmation that you have enrolled, and it will say to Select [**OK]** to continue to the course.

Step 9: Click **[OK]** in the bottom right side of the screen. It will take you into the course.

Congratulations. You are now enrolled in **"Assessing Academic Programs"**. Please contact OIRAA at 803-576-6234 if you experience any issues with this course.