Accessing Blackboard 9 and Adding a Course

Step 1: Log into the YSU Portal at [www.ysu.edu](http://www.ysu.edu) and click on the Blackboard Learn 9 link in the left navigation panel.

NOTE: You can also access Blackboard 9 outside the YSU Portal by typing [ysu.blackboard.com](http://ysu.blackboard.com) into your Internet browser then pressing Enter on your keyboard.

Step 2: Once you are directed to the Blackboard Website, enter your MyYSU Login Username & Password. Use the same username and password you use to access your YSU e-mail account. Note: Your username is usually your first initial middle initial and last name. This is also the same as the first part of your YSU e-mail address. For example if your YSU e-mail address is flflintstone@student.ysu.edu, then your WebCT ID is flflintstone.
Step Three: If you have successfully logged into Blackboard, you will be welcomed to your blackboard homepage, which will look like this:

![Blackboard Homepage](image)

Step Four: The next thing you will want to do is add a course. In order to do that, first locate the tab in the upper left hand corner labeled “Courses” and click on it.

![Select the Courses tab](image)
Step Five: Now that you have opened the “Courses” Tab, you will be able to search for your course. You can enter part or all of the course description in the “Course Search” box on the left side of the screen. Also, you can view the entire course catalog by clicking on the current semester under “Course Catalog” on the right side of your screen.

Step Six: If you choose to search using the search box on the left, after clicking “Go”, you will be directed to a list of search results. As you can see, in the below example, both classes are taught by the same instructor. Be sure to enroll in the correct class. Once you have located your course, click on the gray arrow icon to the right of the Course ID. This will open a blue box. Click on enroll.
Step Seven: This will bring you to the Self-Enrollment Screen as shown below. Check that you are enrolling in the correct course, and click the red “Submit” button at the bottom of the page.

Step Eight: Congratulations! You have successfully enrolled in your Blackboard Course. By clicking the “Home” Icon on the top of your screen, you can view your homepage, which will list the courses that you are currently enrolled in.