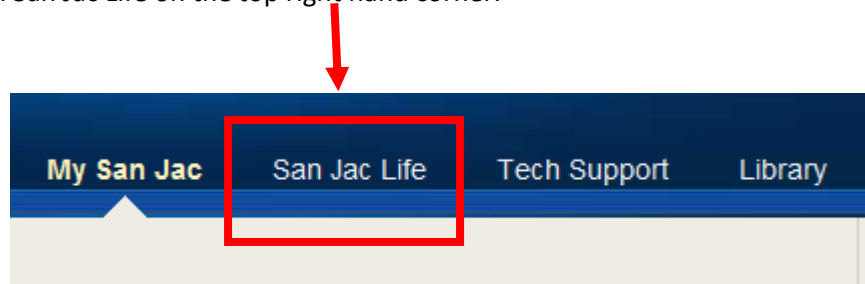
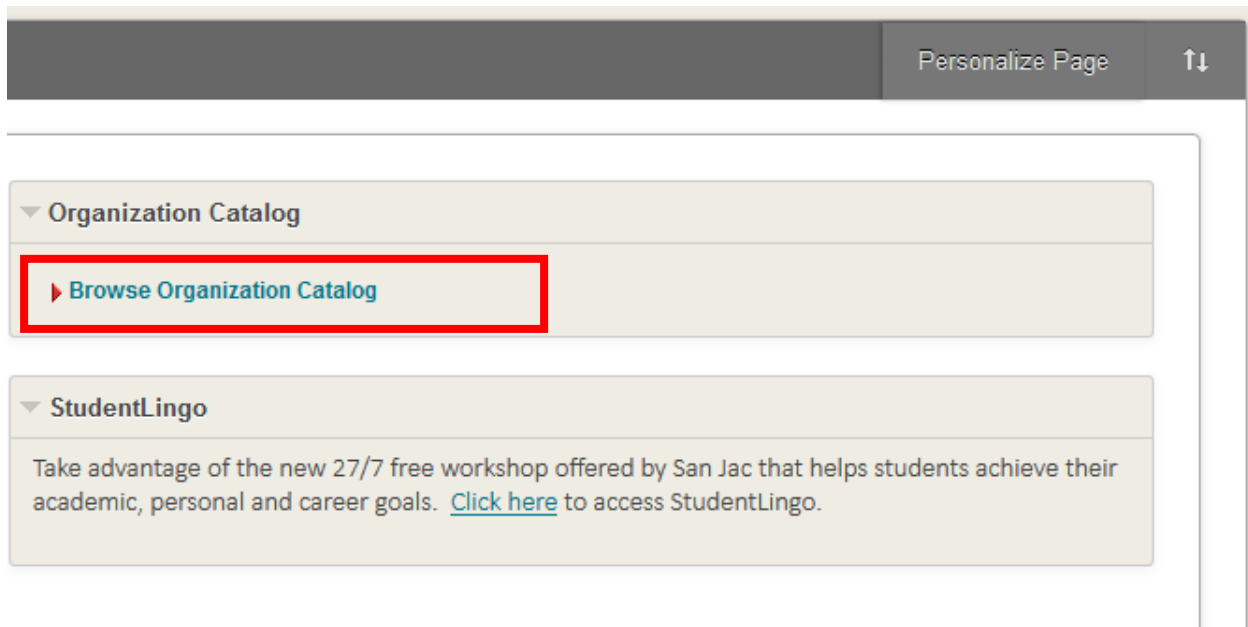


Blackboard Self-Enrollment Instructions

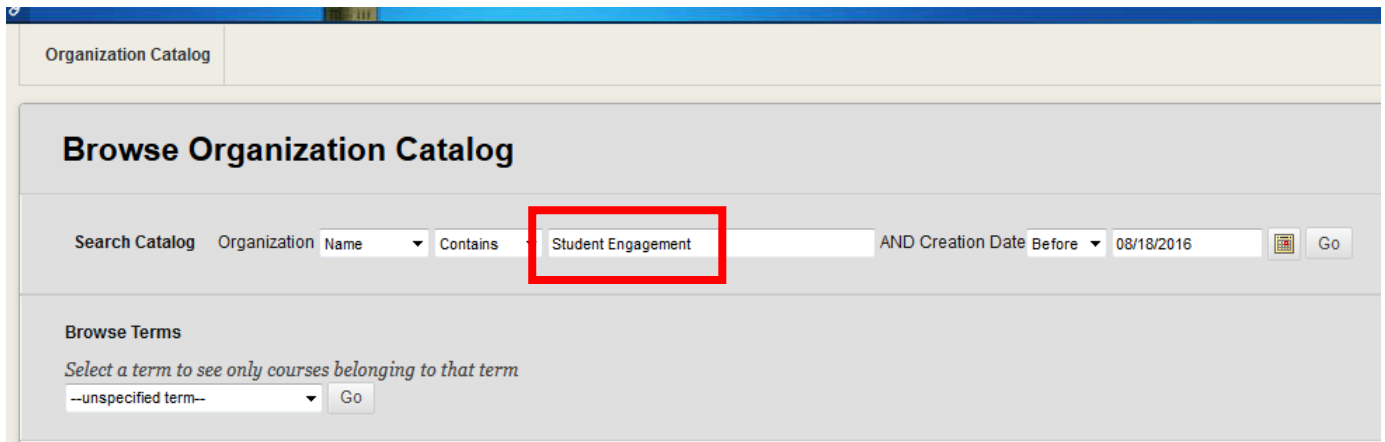
- 1) Log in to your Blackboard account. <http://www.sanjac.edu/online>
- 2) Click on San Jac Life on the top right hand corner.



- 3) Click on the Browse Organization Catalog box on the right side of the page.

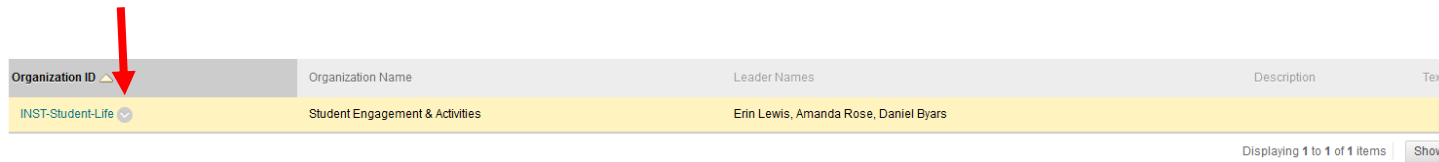


4) Type Student Engagement in the box then click Go to search.

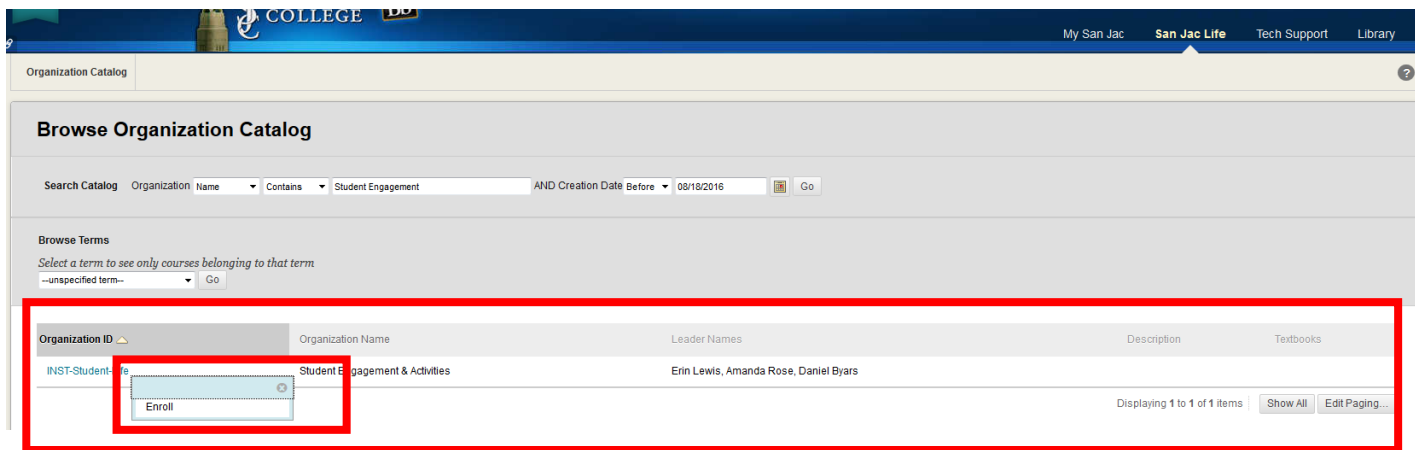


Our Student Engagement Organization will come up in YELLOW

5) Use your mouse to hover over Student Engagement and it will turn yellow. Move the arrow icon to the left so it hovers over INST-Student-Life and a drop down arrow button will appear at the end of it.



6) Click the Arrow and click to Enroll.



7) Click Submit.

The screenshot shows the 'Self Enrollment' page in a web browser. The page title is 'Self Enrollment'. At the top right, there are navigation links: 'My San Jac', 'San Jac Life', 'Tech Support', and 'Library'. Below the title bar, there are 'Cancel' and 'Submit' buttons. The main content area is divided into two sections:

- 1. Enroll in Organization: Student Engagement & Activities (INST-Student-Life)**
Instructor: Erin Lewis, Amanda Rose, Daniel Byars
Description:
Categories: Education/Higher Education
- 2. Submit**
Click Submit to proceed. Click Cancel to go back.

A red box highlights the entire content area, and a smaller red box highlights the 'Cancel' and 'Submit' buttons at the bottom right of the second section.

8) Success.....Now pat yourself on the back and click OK.

The screenshot shows the 'Self Enrollment' page after a successful enrollment. The page title is 'Self Enrollment'. At the top right, there are navigation links: 'My San Jac', 'San Jac Life', 'Tech Support', and 'Library'. Below the title bar, there are 'Cancel' and 'Submit' buttons. The main content area displays a success message:

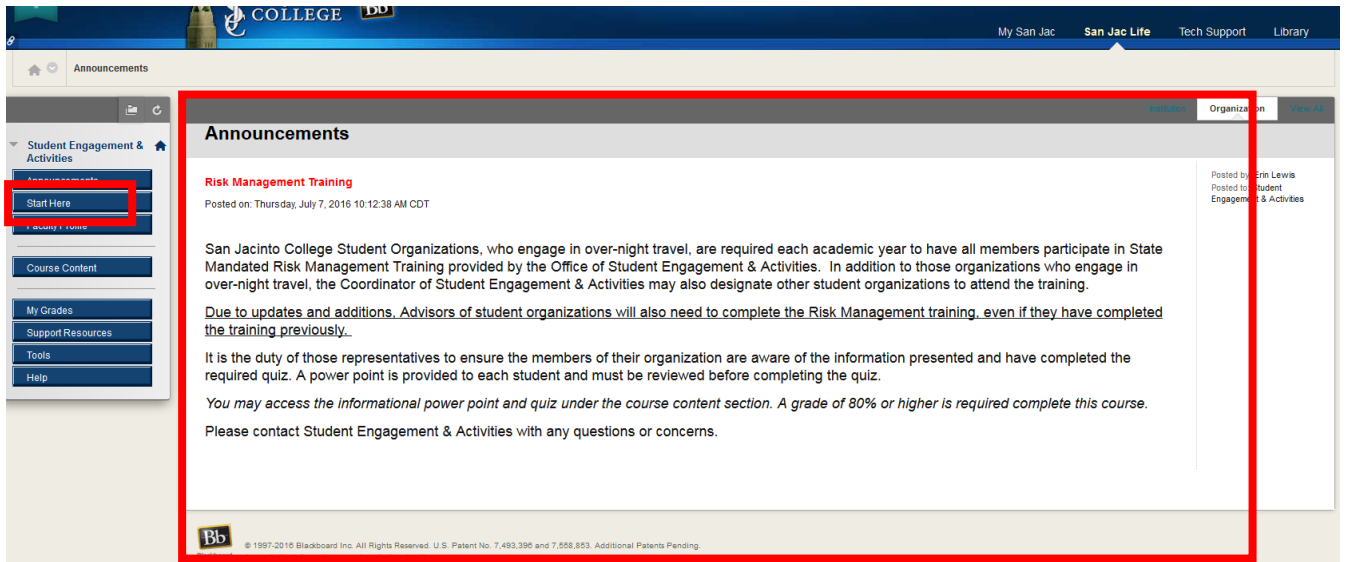
Action Successful Success: Enrollment in Student Engagement & Activities (INST-Student-Life) as g00955182 processed. Click OK to continue.
Wednesday, August 17, 2016 8:47:20 AM CDT

A red box highlights the 'OK' button at the bottom right of the page.

9) Go back to the top right hand corner and click on San Jac Life, you will see Student Life under your organizations tab and click on it.




10) Read over Risk Management Training Announcements, then click on Start Here.



11) Read information, then click Course Content.

The screenshot shows a web interface for a college. At the top, there is a navigation bar with links for 'My San Jac', 'San Jac Life', 'Tech Support', and 'Library'. Below this is a 'Start Here' header. On the left side, there is a sidebar menu under the heading 'Student Engagement & Activities'. The menu items are 'Announcements', 'Start Here', 'Faculty Profile', 'Course Content', 'My Grades', 'Support Resources', 'Tools', and 'Help'. The 'Course Content' button is highlighted with a red box. The main content area is also highlighted with a red box and contains the following text:

Start Here

 **TIP: DEVELOP A COURSE ORIENTATION**

Who we are

The goal at the Office of Student Life is to promote success inside and out of the classroom by enhancing the student experience. College is not just about learning inside of the classroom. We strive to create an environment where students feel connected to their alma mater by offering programs to open doors to student leadership, social opportunities, volunteering in the local communication and enhancing academic success.


We are responsible for coordinating all of the student organizations, maintaining, and operating the on-campus game room and food pantry, and offering events to enhance campus life and involvement with students.

The purpose of the Risk Management Training:

- Have a better understanding of risks associated with the topic areas.
- Recognize potential risks within your organizations/
- Identify campus and community resources to address risks associated with the topic areas.
- Develop a risk management plan that is effective for your organization.

Directions

The risk management test is 37 questions from multiple choice, true/false and fill in the blank. All of the answer can be found in the State Mandated Risk Management Training Power Point. You have 60 minutes to take the test and you must pass with at least an 80% average. You can re-take the test until you pass. Student Organizations officers, members and advisors who plan on traveling must complete the Risk Management Training test.

 **Technology Requirements and Technical Skills**

This list provides information and links to support an understanding of the technology requirements and technical skills expectations at the College.

12) Read through the Risk Management Power Point, then click on Risk Management Quiz.

Course Content



Student Engagement & Activities

- Announcements
- Start Here
- Faculty Profile

Course Content

- My Grades
- Support Resources
- Tools
- Help

Course Content

-  **Risk Management Quiz**
You must pass the test with an 80%.
-  **Risk Management PowerPoint**

13) Once you click on Risk Management Quiz, read the instruction, and click Begin! 😊

My San Jac San Jac Life Tech Support Library

n: Risk Management Quiz

Begin: Risk Management Quiz

Cancel Begin

1. Instructions

Timed Test	This test has a time limit of 1 hour.
Timer Setting	This test will save and submit automatically when the time expires.
Force Completion	This test can be saved and resumed at any point until time has expired. The timer will continue to run if you leave the test.
Multiple Attempts	This test allows multiple attempts.

Click **Begin** to start: Risk Management Quiz. Click **Cancel** to go back.

2. Submit

Click **Begin** to start. Click **Cancel** to quit.

Cancel Begin

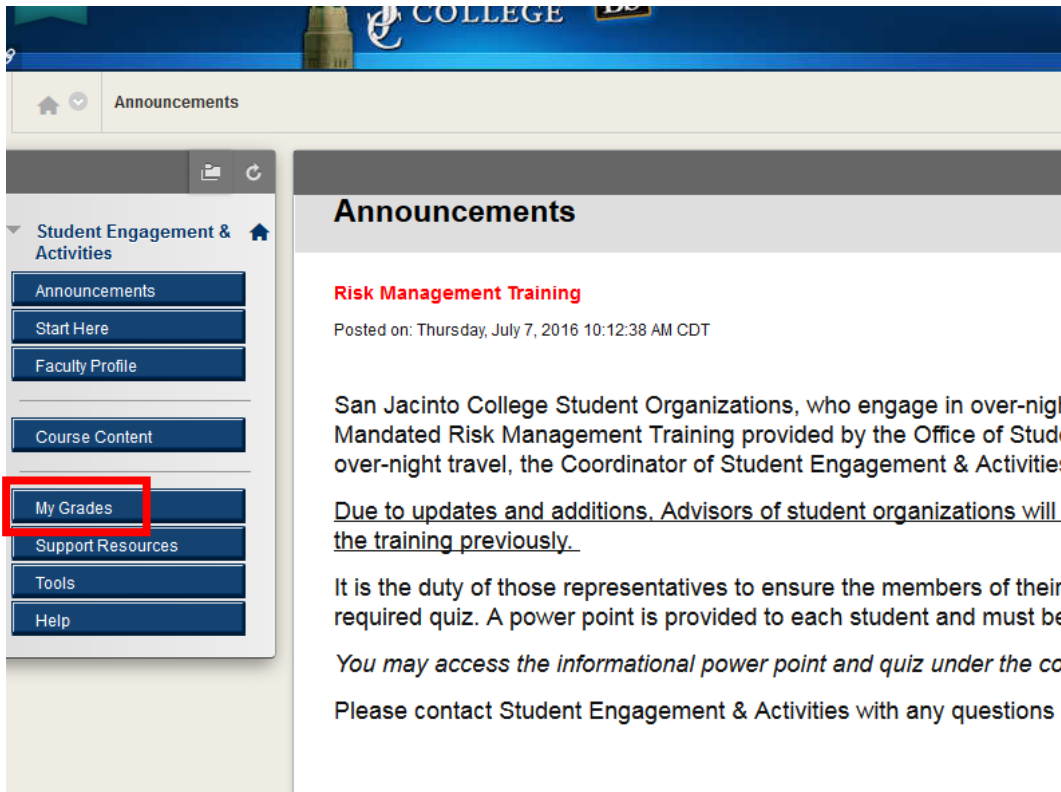
How to check your grade from the Quiz

Our Student Life Organization will come up in YELLOW

- 1) Go back to the top right hand corner and click on San Jac Life, you will see Student Engagement & Activities under your organizations tab and click on it.



- 2) Click on the tabs My Grades



3) Under the box My Grades, your quiz grade will appear. You need at least 80% or 280 points to pass.

My Grades				
All	Graded	Upcoming	Submitted	Order by: Course Order
ITEM	LAST ACTIVITY	GRADE		
Risk Management Quiz Test	Jul 7, 2016 9:01 AM GRADED	320.00 /350		