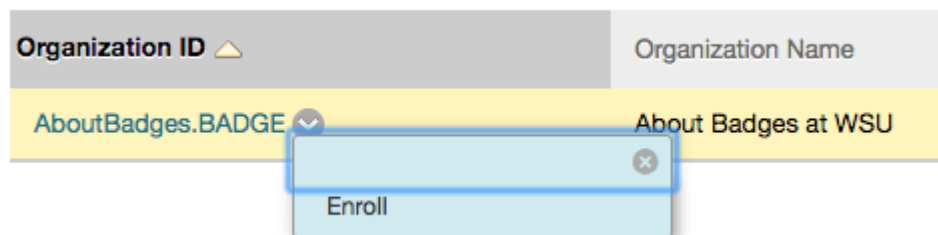


To enroll in the “About Badges at WSU” Organization, complete the following steps:

1. Log-in to Blackboard with your WSU ID and password.
2. Select “My Organizations” at the top of your page.
3. Locate the “Organization Catalog Box” (Tip: This box typically appears on the left-hand side of your Blackboard page.)
 - a. Select the “Browse Organization Catalog” link in this box. A new page will open.
4. On the “Browse Organization Catalog” page, enter the following information:
 - a. Organization: Name
 - b. Contains: About Badges at WSU
 - c. Creation Date: Before 01/01/2017
5. After all of the information is entered properly, select “Go.”
6. The About Badges at WSU Organization should now appear on your screen. Hover over the organization’s ID and select the drop-down arrow that appears to the right. Select “Enroll.”



7. **OR** Click on the link in the “Organization ID” column to open the organization.
8. On the organization’s homepage, on the left-hand side of your screen, you will see a button with a green plus sign next to it that reads “Enroll.” Select this button to enroll in the organization.



9. Refresh your page using either your browser’s refresh button or by completing a Blackboard refresh.
10. Locate the “Welcome! | START HERE” button on your left-hand navigation bar to begin learning about badges at WSU.

If you have issues enrolling please contact Torie Wynn at torie.wynn@wichita.edu or 978-7750.