

## How to Enroll in (or Return to) the Blackboard Quiz:

1. Go to <https://blackboard.cudenver.edu>
2. Click the **Login** button.
3. Enter your **six-digit Employee ID** as both the username and password and click **Login**.

Note: You can find your Employee ID on your pay paycheck or voucher. Student employees should use their temporary employee ID that begins with a "T" and not their 9-digit student ID.

## To return to a course in which you are already enrolled:

- a) Click on the name of the course (courses are listed on the right)

## To self-enroll in a course:

- a) Click the Course Catalog tab at the top of the Welcome page. A page will open with a Course List and a Course Catalog.
- b) Click Denver Campus Courses from the list on the right under Course Catalog. A "Browse Course Catalog" page will open.
- c) Find CFD Creating a Rubric and click the Enroll button on the far right. A Self Enrollment page will open.

NOTE: If you do not see an Enroll button next to your course, it is because you are already enrolled in the course. In which case, you should click on the UCDHSC tab at the top of the page, and click on the title of the course listed under "Courses."

- d) Check that you have the correct name of the course and click Submit. You should see a new page that says "Receipt: Success." You're done! Click OK and you will go to your course.

Problems enrolling in or returning to a course? Contact CU Online at (303)556-6505 or e-mail us at [inquiry@cuonline.edu](mailto:inquiry@cuonline.edu). Have your ID number ready.