



HOW TO ENROLL IN YOUR ONLINE COURSE

1. CONTEXT

Below are written and visual instructions on how to enroll in your online course. Steps 1-14 are applicable to students who have been instructed to self-enroll to their course. For students who have been manually enrolled, follow steps 1-4 and 13-14.

2. INSTRUCTIONS

Written Instructions	Visual Instructions
<ol style="list-style-type: none"> 1. It is recommended you use Google Chrome as your web browser for Blackboard. 2. Direct your browser to: https://mymasonportal.gmu.edu/ <ol style="list-style-type: none"> a. Select the green “Mason Bb Login” icon 	
<ol style="list-style-type: none"> 3. Log in using your Patriot Pass credentials 	
<ol style="list-style-type: none"> 4. On the left-hand pane, select “Organizations”. <ol style="list-style-type: none"> a. Students Manually Enrolled: You will automatically see the “HRL Community Standards” or “Office of Student Conduct” Organization (as applicable). Select the appropriate Organization. 5. Once on the “Organizations” page, on the top-right corner select “Organization Catalog”: 	

Organizations

Organization Catalog

Current Organizations ▾

Upcoming Organizations →

Search your organizations Filter All Organizations ▾

25 items per page

6. In the search bar, type your assigned Organization (HRL Community Standards or Office of Student Conduct).
 - a. Ensure that the search qualifications selected are “Name” and “Contains”.
7. Once the Organization loads, hover your mouse on the Organization name. Click on the gray arrow that appear on the right side of the Organization title/ID and select “Enroll”:

Organization Catalog

Search Catalog Organization | Name | Contains | office of student conduct AND Creation Date Before 08/11/2023

Browse Categories --unspecified category-- Go

Browse Terms --unspecified term-- Go

ORGANIZATION ID ▲	ORGANIZATION NAME	LEADER	DESCRIPTION
CL_OSC_C Victoria Menez Organization ID	Office of Student Conduct	Rob Solander, Dine'Ana Whitfield, Coleman Meadows, LaShonda Anthony, Kenya Jowell, Moira Jones, Joanna Park, Toshia Johnson	This organization houses sanction modules for the Office of Student Conduct.

Displaying 1 to 1 of 1 items Show All Edit Page...

8. The “Self-Enrollment” screen will pop up. In the “Access Code” section of the page enter the Access Code you were provided in your letter and select the “Submit” button on the lower right-hand corner:

Office of Student Conduct Self Enrollment

Self Enrollment

ENROLL IN ORGANIZATION: OFFICE OF STUDENT CONDUCT (CL_OSC_OR)

Instructor: Rob Solander, Dre'Ana Whitfield, Coleman Meadows, LaShonda Anthony, Kenia Jewell, Moira Jones, Joanna Paris, Tashia Johnson

Description: This organization houses sanction modules for the Office of Student Conduct

Categories: Education: Higher Education

Access Code

Cancel Submit

9. A “success” notification will pop up. Select the “OK” button on the lower right-hand corner:

Office of Student Conduct Self Enrollment

Self Enrollment

Success: ktarra@6 enrolled in Office of Student Conduct (CL_OSC_OR). Select OK to continue to the course.
Thursday, August 10, 2023 2:50:28 PM EDT

OK

10. On the left-hand pane, select “Enroll Here”.

11. The “Groups” page will pop up. Once on the Group page, click the “Sign-Up” button next to the course(s) you were assigned:

Office of Student Conduct

Enroll Here

Learning Modules

Organization Management

Control Panel

Content Collection

Organization Tools

Evaluation

Grade Center

Users and Groups

Customization

Packages and Utilities

Help

Groups

Cannabis Educational Sanction (Online)

(Not Enrolled) Sign Up

Civility Online

(Not Enrolled) Sign Up

COVID-19 Educational Sanction

(Not Enrolled) Sign Up

L.E.A.R.N. In-Person

(Not Enrolled) Sign Up

L.E.A.R.N. Online

(Not Enrolled) Sign Up

Values & Decision Making Online

(Not Enrolled) Sign Up

Values & Decision-Making - In-person

(Not Enrolled) Sign Up

12. Review the signup sheet instructions and select the grey “Sign Up” button.
- a. Note: you will need to click the refresh button twice after clicking the second sign up button or else you will not see any contents in the Learning Modules:

Office of Student Conduct

Groups

Sign Up Sheet

Office of Student Conduct

Enroll Here

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Help

Sign Up Sheet

SignUp Sheet Name: Cannabis Educational Sanction (Online)

SignUp Sheet Instructions:
Please make sure the Decision Letter has this course listed. Registering for the incorrect course will require you to do additional work and will delay your process. Re-read your Decision Letter your Hearing Officer emailed you to your Mason email and verify the name of the course matches the name of this course.

Note: You will need to click the Refresh Button twice after clicking the second sign up button or else you will not see any contents in the Learning Modules. See image below:

Office of Student Conduct

Office of Student Conduct

Cannabis Educational Sanction (Online)

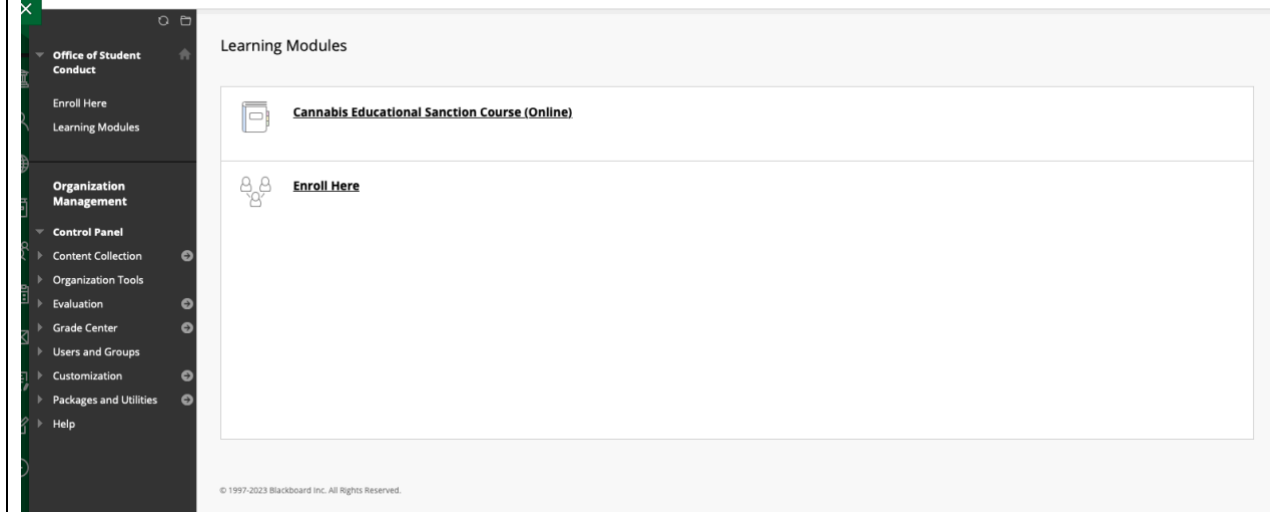
Sign Up

OK

13. On the left-hand pane, select “Learning Modules”



14. Your course will now appear on the “Learning Modules” page; you are ready to begin!



If you encounter any issues, e-mail hrlendct@gmu.edu or osc@gmu.edu.