

## Requesting a place on an English Language Centre In-sessional course via Blackboard

### About this Guide

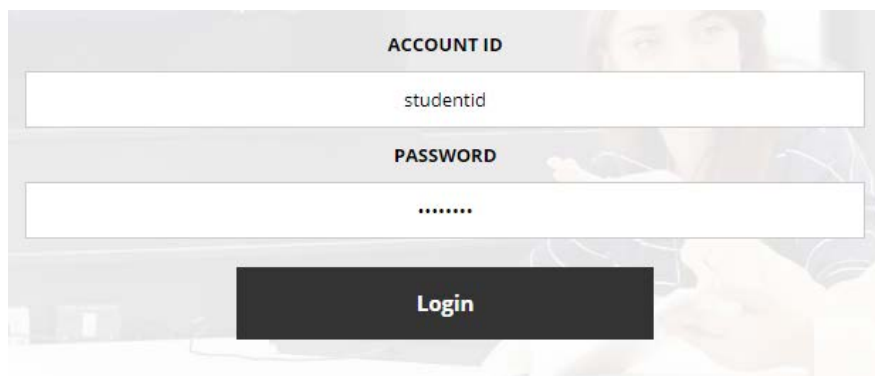
This guide will show you how to request a place on one of the English Language Centre courses via Blackboard, the virtual learning environment that we use at the University of Lincoln.

### Accessing the courses

1. Please visit the following URL which will take you to a list of courses currently available:  
<http://elc.lincoln.ac.uk/in-sessional>
2. Click the 'Request a Place' button. This will direct you to the Blackboard Login page.



3. Login with your University student ID and Password (the same details you would normally use to access Blackboard).

A close-up of the Blackboard login form. It features a grey background with white input fields. The first field is labeled 'ACCOUNT ID' and contains the text 'studentid'. The second field is labeled 'PASSWORD' and contains '\*\*\*\*\*'. Below the fields is a dark grey button with the text 'Login' in white.

4. Once you have logged in you will be taken to a list of the current English Language Centre courses.

Browse Community Catalogue

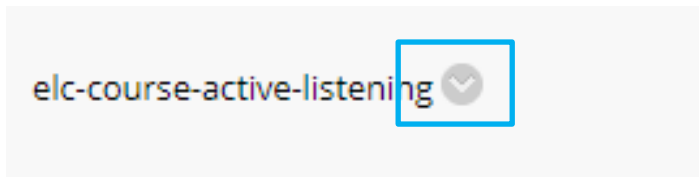
Search Catalogue: Community ID Contains elc-course AND Creation Date Before 16/03/2018 [Go]

Browse Categories  
Select a category to see only sites belonging to that category  
--unspecified category-- [Go]

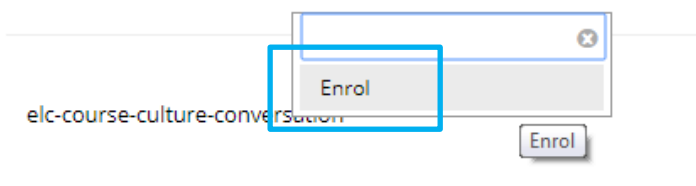
COMMUNITY ID	COMMUNITYNAME	LEADER NAMES	DESCRIPTION
elc-course-active-listening	ELC Active Listening	Rebecca Howden	This course focusses on the skills needed to better understand lectures and the strategies good listeners use. Please note, the people listed as 'Leaders' for this course may not be your teacher. You will meet your teacher in lesson 1.
elc-course-culture-conversation	ELC Culture & Conversation	Rebecca Howden	This course is a fun way to practise your speaking and conversation skills, and understand more about British culture. Please note, the people listed as 'Leaders' for this course may not be your teacher. You will meet your teacher in lesson 1.
elc-course-effective-presentation-skills	ELC Effective Presentation Skills	Rebecca Howden	This course is for EU and international students who want to improve their academic presentation skills. Please note, the people listed as 'Leaders' for this course may not be your teacher. You will meet your teacher in lesson 1.
elc-course-grammar-academic-writing	ELC Grammar for Academic Writing	Rebecca Howden	This course is for EU and international students who want to improve grammatical accuracy in their writing. Please note, the people listed as 'Leaders' for this course may not be your teacher. You will meet your teacher in lesson 1.
elc-course-post-grad-english-dissertation-writing	ELC Post-Grad: English for Dissertation Writing	Rebecca Howden	This course will take you through all the steps of the dissertation writing process. Please note, the people listed as 'Leaders' for this course may not be your teacher. You will meet your teacher in lesson 1.

Displaying 1 to 5 of 5 items [Show All] [Edit Paging]

5. In order to take any of these courses, you need to request a place. Please note there is a limited number of spaces on each course and registration will be closed once the course is full. **To request a place on a course, hover over the title of the course you want to attend until you see arrow to the right of the title.**



6. Click the arrow and click "Enrol"



7. On the next page, you will get some further information on the course you want to book. To confirm your booking, click the “Submit” button.

ENROL IN COMMUNITY: ELC ACTIVE LISTENING (ELC-COURSE-ACTIVE-LISTENING)

Instructor: Rebecca Howden

Description: This course focuzzes on the skills needed to better understand lectures and the strategies good listeners use. Please note, the people listed as 'Leaders' for this course may not be your teacher. You will meet your teacher in lesson 1.

Categories: Education: Higher Education

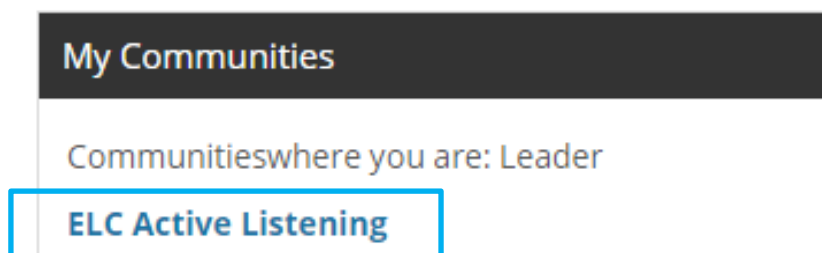
Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

8. You will get a confirmation that your booking email was sent successfully to the English Language Centre team. If there is a place on the course you want to take, a member of staff will confirm your booking.

Email was sent successfully.

9. If you are successful in getting a place on the course, you will receive a confirmation email and will see the course appear in the “My Communities” box on the front page of Blackboard.



**If the course is full, you will receive an email from the English Language Centre. They will advise you what to do next.**

### When the course has finished

At the end of each course, you will be removed from the Blackboard Community site so that a new cohort of students can enrol and take the course. You will no longer see the site in your “My Communities” box.