Enrolling Users

Enrolling Students and Instructors in your Blackboard Course

Course instructors have access to enroll students and other instructors in their Blackboard course. Once someone has been added as an Instructor, only an admin can remove them from the course or change their role in the course.

Step 1: Select the Person(s) to Enroll

In the Control Panel, of the course you want to enroll someone, click on “Users and Groups”, then click on “Users”.

Click on the “Find Users to Enroll” button.

Enroll Users - Username

If you **KNOW** the person’s username enter the username here. If you wish to enter more than one user with the same role, use a comma to separate the usernames.

If you do **NOT KNOW** the person’s username, click the “Browse” button to search for that person to enroll.

- When searching, change the Search criteria to the information you do have for that person, First Name, Last Name, or Email.
- You can also modify the search by changing the second field (drop down box) to: Contains, Equal to, Starts with, Not blank.
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Browse for user accounts:

When you find the person you are looking for, check the box to the left of their name and click “Submit”.

Step 2: Select the Role

The default role for a new user is “Student”. If they are a student, then nothing needs to be changed and click “Submit”.

If the new user is an “Instructor”, then click on the “Role” drop-down box and select the user’s role.
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Step 3: Submit

Click either “Submit” button to complete the process.

If successful, a message in a green text box will appear in the top of the Users screen.

If unsuccessful, a message in a red text box will appear in the top of the Users screen.