

ENROLLING USERS INTO YOUR BLACKBOARD COURSE

- 1 Go to the **Control Panel** of the specific course.
- 2 Click on **Users and Groups** within the **Control Panel** menu.
- 3 Click on **Users** to see all currently-enrolled students and verify if the student is not already enrolled.

Course Management

- ▼ Control Panel
- ▶ Files
- ▶ Course Tools
- ▶ Evaluation
- ▶ Grade Center
- ▼ Users and Groups
 - Groups
 - Users

Users

Find Users to Enroll Batch Enroll Users

Search: Username ▾ Not blank ▾ Go

Remove Users from Course Refresh

<input type="checkbox"/>	Username	First Name	Last Name ▲	Email	Role	Observer	Available
<input type="checkbox"/>	bdonofrio	Benito	D'Onofrio	bdonofrio@fordham.edu	Student		Yes
<input type="checkbox"/>	karp	Lindsay	Karp	karp@fordham.edu	Instructor		Yes
<input type="checkbox"/>	treglia	Kristen	Treglia	treglia@fordham.edu	Student		Yes

Remove Users from Course Refresh

Displaying 1 to 4 of 4 items Show All Edit Paging...

- 4 Click **Find Users to Enroll** button 

* Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username Browse...

Role Student ▼

Enrollment Availability Yes No

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

- 5 Type the username of the individual you want to enroll and click **Submit**.

- 6 Your student is now enrolled in your blackboard course.

* The default **Role** is **Student**.
Other roles have different rights access.

Student ▼

- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest