



Go Online
Enroll Users to the
course

You do not need to manually enroll users in your Blackboard courses. Blackboard's users enrollment data comes directly from the University's User Information System (Banner) and is updated several times each day. When a user officially enrolls in your course, that user is automatically added to your Blackboard course. When a user officially drops your course, that user is automatically removed from your Blackboard course.

Please note that Blackboard automatically prevents you from accidentally enrolling a user into the same course twice.

1- To see a list of users already enrolled in your course,

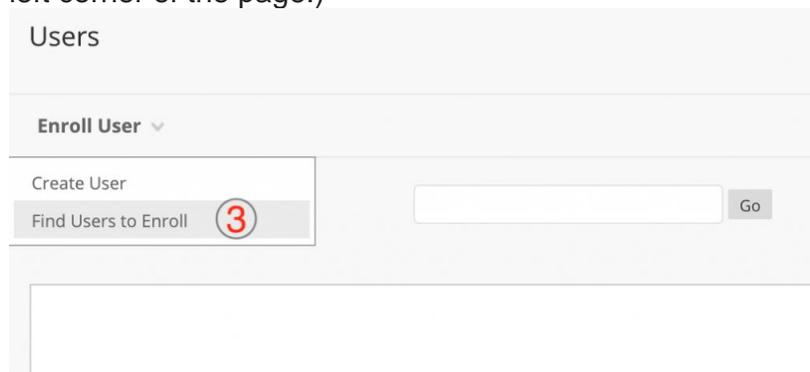
1. On your course's Control Panel, under Users and Groups, click Users.
2. Choose "Not Blank". [This tells Blackboard to display all users.]
3. Click Go.

2- To add additional users to your Blackboard course roster,

1. Click Users & Groups in the lower left corner of the course's Course Management area.



2. Click Users.
3. Go to Find Users to Enroll (Note: This step confuses some. Do **NOT** click or use the search box. Instead, click the Find Users to Enroll button in the upper left corner of the page.)



4. Choose the user you wish you manually enroll.
 1. *If you know the user's Blackboard username*, manually type it into the Username box. **Do NOT click the browse button.** Instead, once you have keyed in the user's username, proceed directly to step 5.
 2. *If you do **not** know the user's Blackboard username*, **leave the Username box empty** and click the Browse button and then search for the user.

* Indicates a required field.

ENROLL USERS

* Username 4

Role 5

Enrollment Availability Yes No 6

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Tip: If the user has a common last name, search for the user's official email address. Once you have located the user in Blackboard, select the user and then in the bottom right corner of the pop-up window, click Submit.

5. Leave the Role pull-down list set to User Role (Student, instructor, Teaching Assistant and ..etc).
6. Leave Enrollment Availability set to Yes.
7. Click Submit.

Repeat steps 3 through 7 for each additional user you wish to add. Please note that adding a user to your Blackboard course roster does not actually enroll that user in your course. You will not be able to assign that user a final, end-of-semester transcript letter grade until that user officially enrolls in your course and pays his or her tuition and fees.

In addition, once a user drops your course, the University automatically blocks that user from being able to access your course's Blackboard site

IMPORTANT: Instructors and Teaching Assistant are removed **automatically** from courses on Blackboard if they were entered and then deleted in the Student Information System (Banner), Blackboard prevents you from accidentally removing manually added co-instructors and Teaching Assistant, displaying the following error message in red when you attempt to do so: "Cannot remove Instructor users from course. **Only the Blackboard System Administrator can remove Instructor users from a course.**"

Good Luck