Enrolling Users in your Site:

COURSE MANAGEMENT

- ∧ **Control Panel**
- ∨ Course Tools
- ∨ Course Links
- ∨ Evaluation »
- ∧ **Users and Groups**
  - Groups
  - Users
- ∨ Customization »
- ∨ Packages and Utilities »
- ∨ Help

1. Click on Users, located in the Control Panel, lower left corner.
2. Click on Enroll User.

Users

Users that are enrolled in a course can be located using the Search criteria provided. More Help

Enroll User ∨

Search: Username ▼ Starts with ▼ [ ] Go
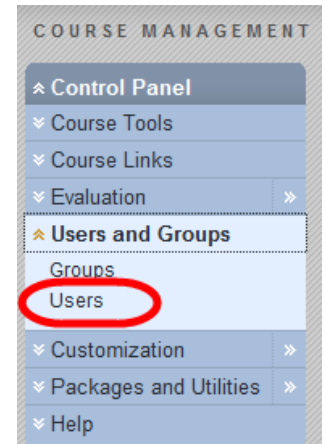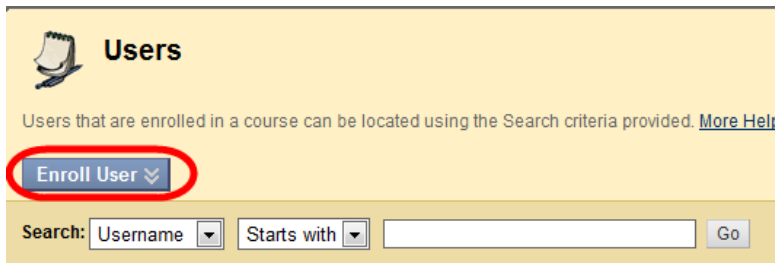
3. Click on Find Users to Enroll.

Enroll User ∨
> Create User
> Find Users to Enroll
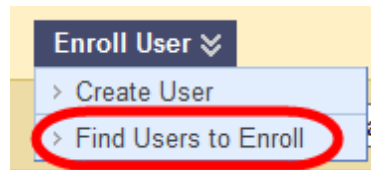
4. Add the users you wish to enroll. If you are unsure of the username, you can click on Browse to access the whole database of Bb accounts.

1. **Enroll Users**

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search
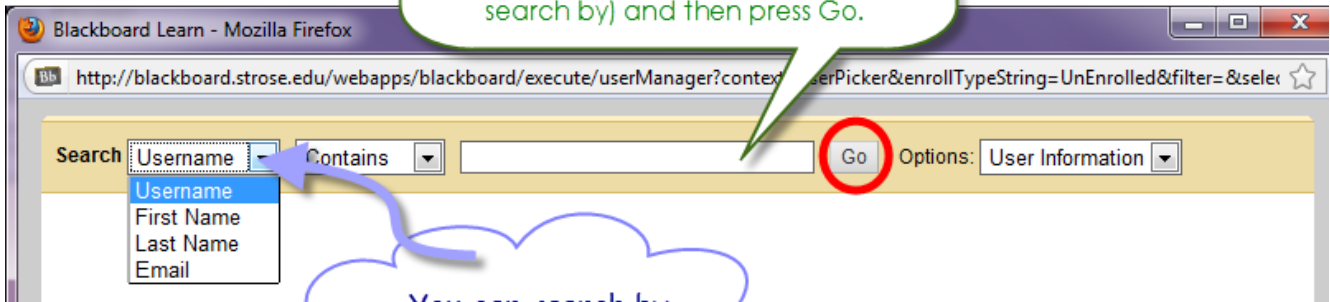
★ Username [ ] Browse...

Role Student ▼

Enrollment Availability ● Yes ○ No

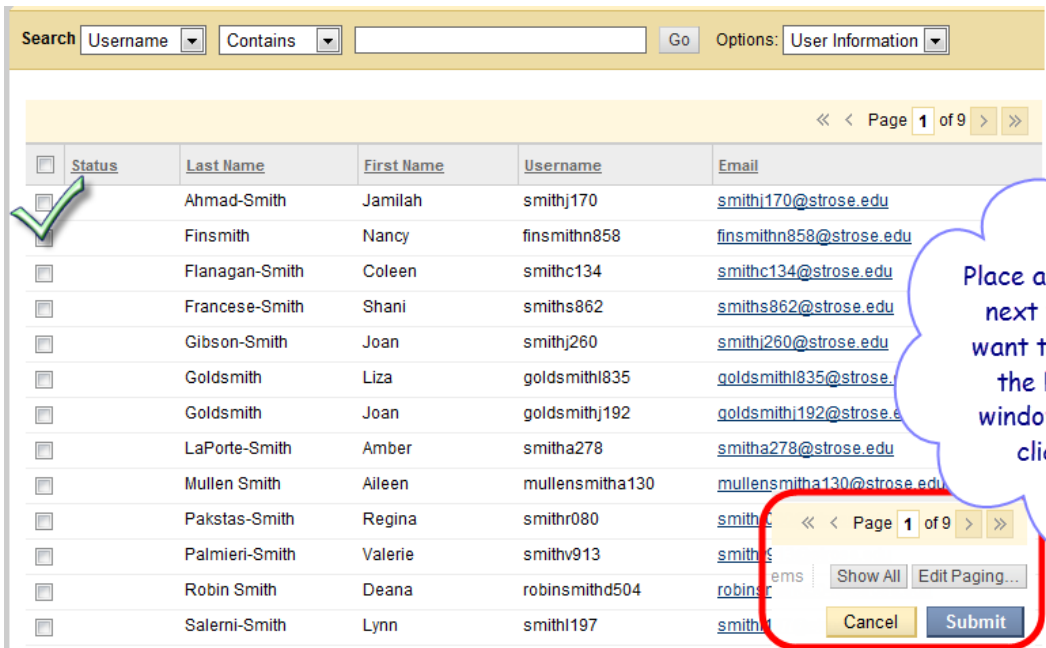If you know the username of the user you wish to enroll, simply type it in here.

If you do not not the Bb username of the individual you want to enroll, click on Browse. This will bring you to ALL the users who

5. If you click on Browse – this is what the next window looks like:

Blackboard Learn - Mozilla Firefox

http://blackboard.strose.edu/webapps/blackboard/execute/userManager?context...serPicker&enrollTypeString=UnEnrolled&filter=&sele

Search | Username ▾ | Contains ▾ | | Go | Options: | User Information ▾

Username
First Name
Last Name
Email

You can search by Username, First Name, Last Name or Email.

Search | Username ▾ | Contains ▾ | | Go | Options: | User Information ▾

《 ‹ Page **1** of 9 › 》

	Status	Last Name	First Name	Username	Email
☐		Ahmad-Smith	Jamilah	smithj170	smithj170@strose.edu
☐		Finsmith	Nancy	finsmithn858	finsmithn858@strose.edu
☐		Flanagan-Smith	Coleen	smithc134	smithc134@strose.edu
☐		Francese-Smith	Shani	smiths862	smiths862@strose.edu
☐		Gibson-Smith	Joan	smithj260	smithj260@strose.edu
☐		Goldsmith	Liza	goldsmithl835	goldsmithl835@strose.
☐		Goldsmith	Joan	goldsmithj192	goldsmithj192@strose.e
☐		LaPorte-Smith	Amber	smitha278	smitha278@strose.edu
☐		Mullen Smith	Aileen	mullensmitha130	mullensmitha130@strose.edu
☐		Pakstas-Smith	Regina	smithr080	smith
☐		Palmieri-Smith	Valerie	smithv913	smith
☐		Robin Smith	Deana	robinsmithd504	robins
☐		Salerni-Smith	Lynn	smithl197	smith

Place a check in the box next to the user you want to enroll. Then at the bottom of this window, make sure to click on submit.

《 ‹ Page **1** of 9 › 》

Show All | Edit Paging...

Cancel | Submit

Your last step is to chose the Role of this user. In most cases the user will be a Participant/Student.

1. **Enroll Users**

Enter one or more Usernames. Sep... es with commas. C...

Assistant
Grader
Leader
Participant
Leader with Enroll
Guest

✱ Username

Role | Participant ▾

Enrollment Availability | ⦿ Yes ◯ No