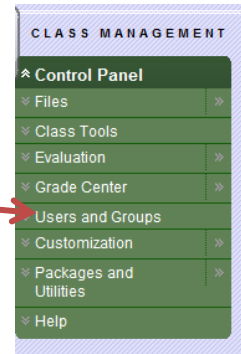


How to add students to a Blackboard Course

1. On the left hand side of your screen look for the green section labeled class management.
2. Click on the section that says "Users and Groups."
3. The section will drop down and you will select "Users."



4. The window to your right will change. Click on "Find Users to Enroll."
5. Then click on "Browse."

Find Users to Enroll

* Indicates a required field.

Cancel Submit

1. Enroll Users

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

* Username

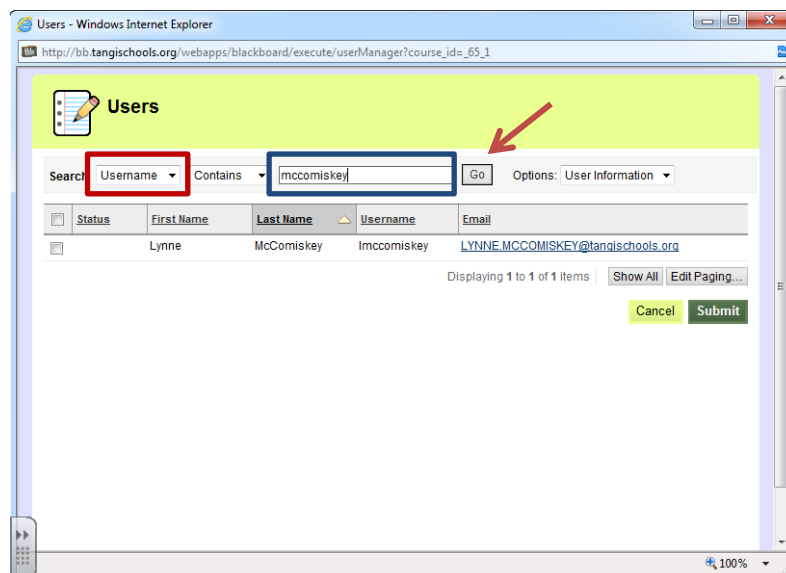
Role

Enrollment Availability Yes No

2. Submit

Cancel Submit

6. A new window will pop up. You can use the drop down menu to select how you want to search for your students: by username, first name, last name, or email. This will search through all people enrolled in Blackboard (students and teachers.) In the blank search box type in the key word for your student name. Then click "Go."



7. When you see the student you want click "in the box" in front of the students name and click "Submit."
8. The popup window will close and bring you back to the screen below. The username of the student will be in the "Username" box. If you need to add more students you can click "browse" again and repeat steps 5-7.
9. If you are done or plan to step away from the computer click "Submit."

* Indicates a required field.

Cancel Submit

1. Enroll Users

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

* Username

Role

Enrollment Availability Yes No

2. Submit

Cancel Submit

10. This will bring you back to the "Users" page. Where you will see your students enrolled in the class.

Users

Find Users to Enroll

Search: Username Not blank

Remove Users from Class

	Username	First Name	Last Name	Email	Role	
<input type="checkbox"/>	aard	Amy	Ard	amy.ard@tangischools.org	Teacher	
<input type="checkbox"/>	lmccomiskey	Lynne	McComiskey	LYNNE.MCCOMISKEY@tangischools.org	Student	
<input type="checkbox"/>	Kathy	Price		kathy.price@tangischools.org	Teacher	

Remove Users from Class

Displaying 1 to 3 of 3 items