# Enrolling/Removing Users in Blackboard

## TO ENROLL A USER THAT IS ALREADY IN OUR BLACKBOARD SYSTEM

To enroll a student into your course that is already in our Blackboard system, please follow the instructions below.

1. After logging into your Blackboard account, choose the course you'd like to add students to.
2. Then, click the CONTROL PANEL icon on the right side of your screen under "Tools".
3. In the CONTROL PANEL, click on ENROLL USER under the "User Management" section.



4. Use the SEARCH BOX to search for the user by typing his/her last name and clicking the SEARCH button. Once you've located the user, place a check in front of his/her name and click the submit button at the bottom of the screen.
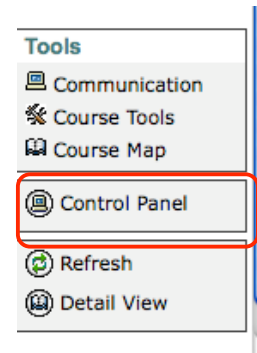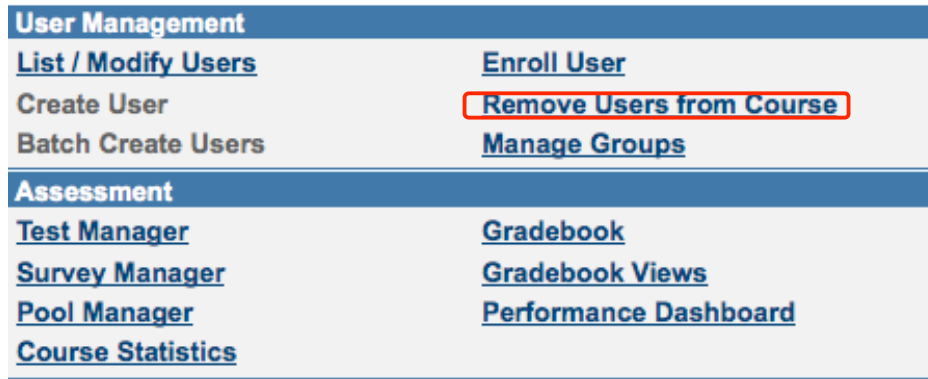


5. You should now receive a confirmation receipt indicating your change. Hit the OK button to repeat the process for another user or to continue with other Blackboard tasks.

Note: If you cannot locate a student, he/she may not be entered into the system as a Blackboard user. He/she will have to be enrolled by our Blackboard administrator. Please contact your ITRT for assistance.

<u>TO REMOVE A USER</u>
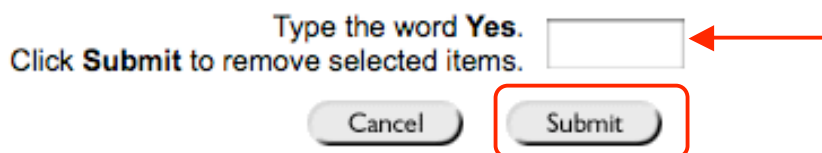To remove a student from your course, please follow the instructions below.

1.    After logging into your Blackboard account, choose the course you'd like to remove students from.
2.    Then, click the CONTROL PANEL icon on the right side of your screen under "Tools".
3.    In the CONTROL PANEL, click on REMOVE USERS FROM COURSE under the "User Management" section.

4.    Use the SEARCH BOX to search for the user by typing his/her last name and clicking the SEARCH button.
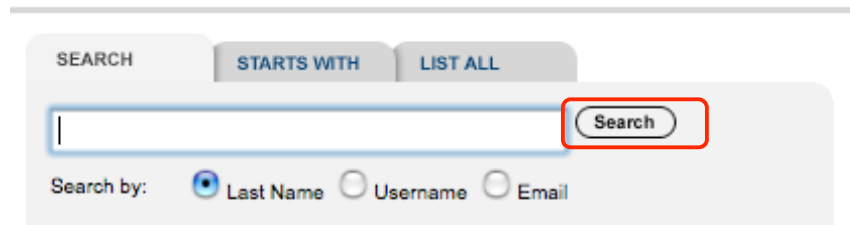
5.    Once you've located the user, place a check in front of his/her name. Then type the word "Yes" and click submit to finalize the user's removal.

6.    You should now receive a confirmation receipt indicating your change.  Hit the OK button to repeat the process for another user or to continue with other Blackboard tasks.