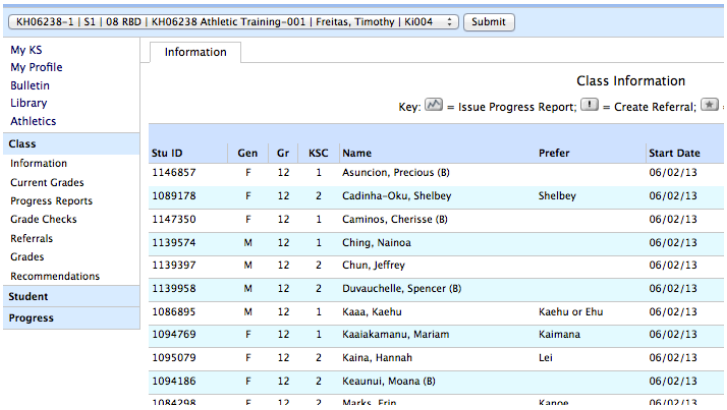
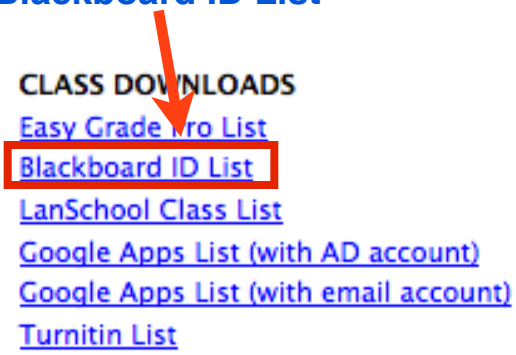
How to upload your classes to Blackboard via KS Connect

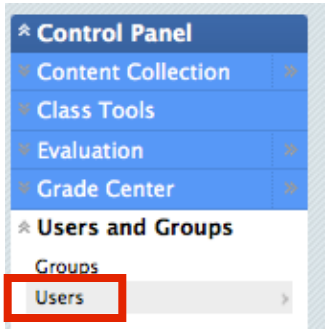
Step 1: Login to KS Connect and locate your class listings.
Step 2: Scroll to the bottom of the list and click on **Blackboard ID List**

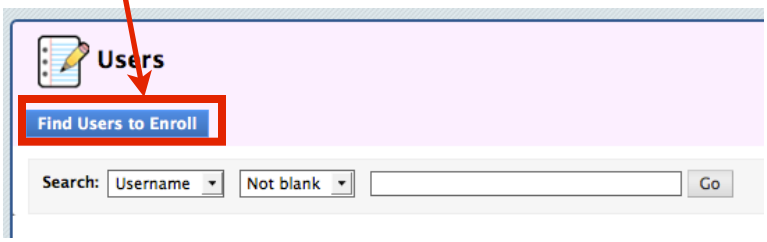


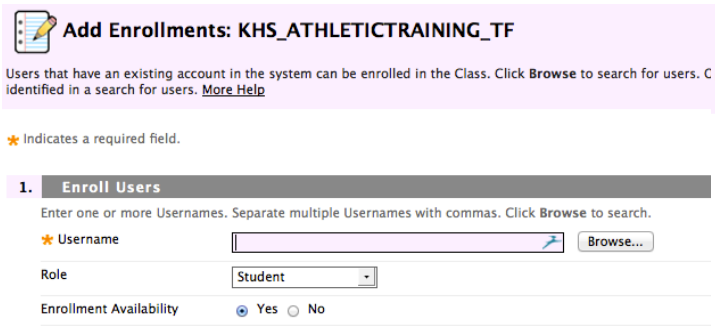
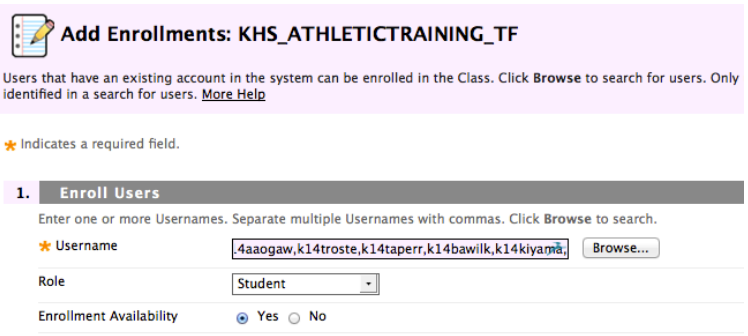


You should see a page similar to pic below with your student's usernames. Copy this list.

Step 3: In your Blackboard course, go to Users and Groups, then down to Users.
Step 4: In the Users section, select Find Users to Enroll





Step 5: Paste your KSConnect list into the *Username section
Step 6: Select Submit on the bottom right corner to complete enrollment

Repeat steps to add other classes into your Blackboard course