

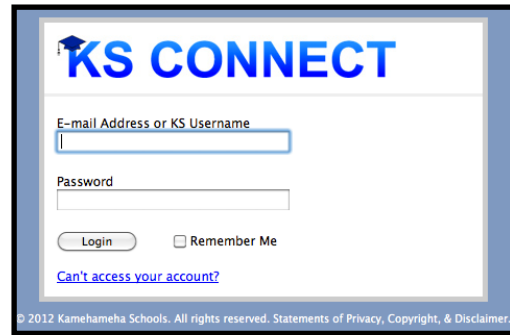
# Blackboard 9.1.8

## Bulk Deleting and Enrolling New Students

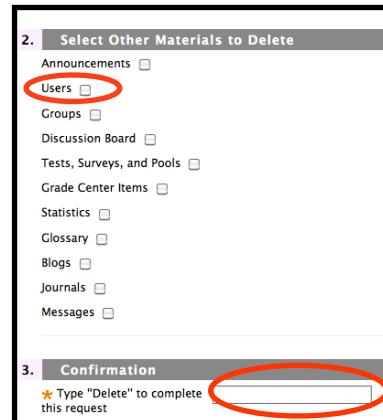
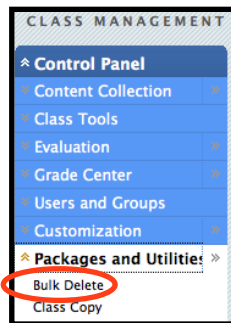
Here are the steps to doing the following:

1. Bulk Delete your old students
2. Gathering your student rosters from KS Connect
3. Enrolling students into Blackboard

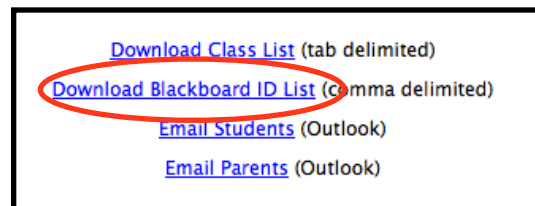
### I. Login to both Blackboard(Bb) and KS Connect



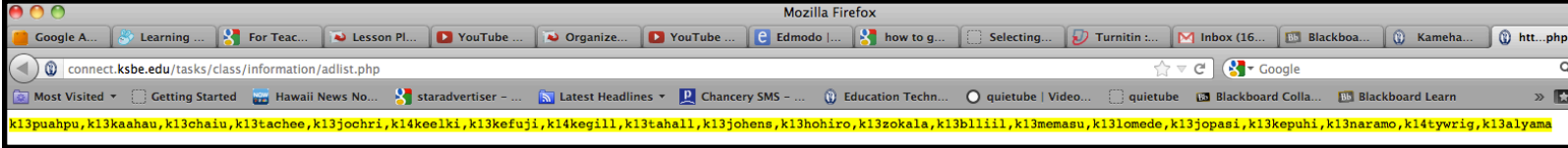
2. In Bb go down to Class Management on menu on the left hand side. Go down to Packages and Utilities-->Bulk Delete. In the next window, go down to #2 and select "Users" and type "Delete" in section #3 then submit.



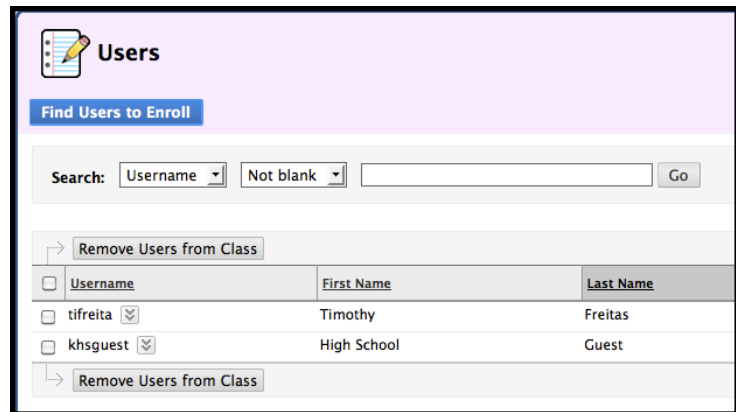
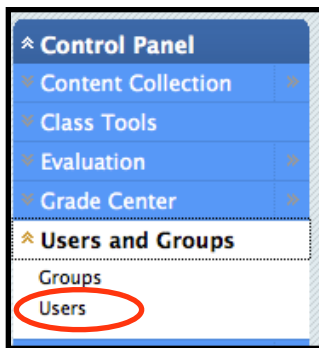
3. In KS Connect, login and select "Information" which will then show your courses. Scroll down to the hyperlink "**Download Blackboard ID List**" in blue and click on it.



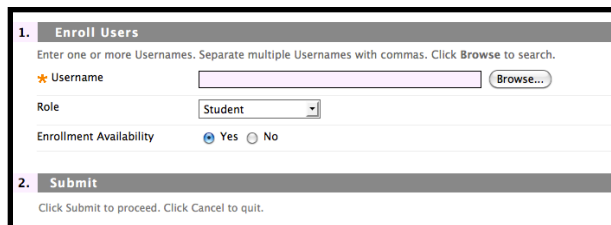
4. A new page will open with the list of your students by their usernames and separated by a comma. Select all of them (Command A) and then copy it (Command C). Now go back to your Blackboard site.



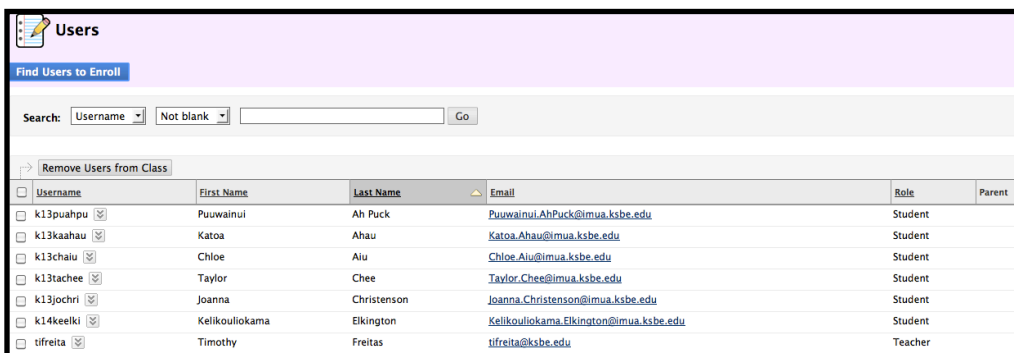
5. In Blackboard, scroll down to Control Panel --> Users and Groups--> and Select Users. Now in the Users page, select the blue tab “Find Users to Enroll”



6. Now click in the “Username” box and paste your list in there (Command V). Your student list will now appear in the box. Scroll down to “Submit” button to submit this request.



*\* Now you should see your students in your course. Repeat steps 3 through 6 for the rest of your classes to enroll them into Blackboard.*



If you have any questions, please contact your ITS support person for assistance, or visit our blog which has a [video tutorial](#).