



Enrolling/Removing Users in Blackboard

Blackboard

TO ENROLL A USER THAT ARE 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 ENROL USER under the "User Management" section.

User Management

[List / Modify Users](#) **Enroll User** (highlighted)

[Create User](#) [Remove Users from Course](#)

[Batch Create Users](#) [Manage Groups](#)

Assessment

[Test Manager](#) [Gradebook](#)

[Survey Manager](#) [Gradebook Views](#)

[Pool Manager](#) [Performance Dashboard](#)

[Course Statistics](#)

Tools

[Communication](#)

[Course Tools](#)

[Course Map](#)

Control Panel (highlighted)

[Refresh](#)

[Detail View](#)

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.

SEARCH STARTS WITH LIST ALL

Search

Search by: Last Name Username Email

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.

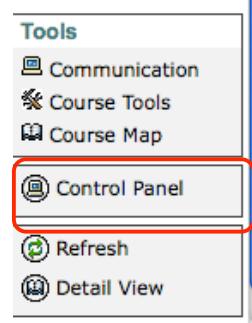
Note: If you cannot locate a student, he/she may not be entered into the system as a Blackboard user. He/she will have to be enrolled by our Blackboard administrator. Please contact your ITRT for assistance.

TO REMOVE A USER

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.

The screenshot shows the 'User Management' section of the Blackboard control panel. It includes links for 'List / Modify Users', 'Enroll User', 'Create User', 'Batch Create Users', 'Remove Users from Course' (which is highlighted with a red box), 'Manage Groups', 'Assessment' (with links to 'Test Manager', 'Survey Manager', 'Pool Manager', and 'Course Statistics'), 'Gradebook', 'Gradebook Views', and 'Performance Dashboard'.



4. Use the SEARCH BOX to search for the user by typing his/her last name and clicking the SEARCH button.

The screenshot shows a search interface with a text input field containing a placeholder 'Search'. Below it are buttons for 'STARTS WITH' and 'LIST ALL'. At the bottom, there is a 'Search' button highlighted with a red box, and options to search by 'Last Name', 'Username', or 'Email'.

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.

The screenshot shows a confirmation dialog. It asks the user to 'Type the word Yes.' and provides a text input field with an arrow pointing to it. Below that, it says 'Click Submit to remove selected items.' with a 'Submit' button highlighted with a red box. There are also 'Cancel' and 'Submit' buttons at the bottom.

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.