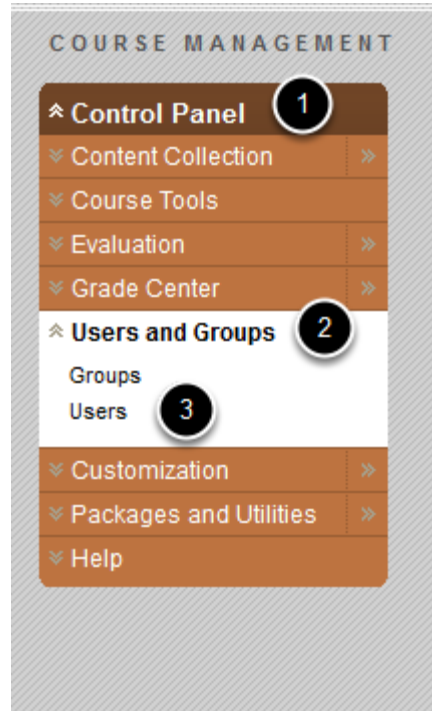


Enrolling Users in Blackboard

Go to the Control Panel



1. Go to the Control Panel.
2. Go to Users and Groups.
3. Select Users.

Find Users to Enroll

Users

Find Users to Enroll

Search: Username Not blank Go

Username	First Name	Last Name	Email	Role	Observer	Available
				Student		Yes
				Student		Yes
				Student		Yes
				Student		Yes
				Student		Yes
				Student		Yes
				Student		Yes
				Student		Yes
				Course Director/Instructor		Yes

Displaying 1 to 10 of 10 items Show All Edit Paging...

1. Select Find Users to Enroll.

Add Enrollments (NetID known)

Add Enrollments:

Users that have an existing account in the system can be enrolled in the Course. Click Browse to search for users. Only users that are not already enrolled in the Course will be identified in a search for users. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Enroll Users

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

* Username **1** Browse...

Role **2** Student

Enrollment Availability Yes No

2. Submit

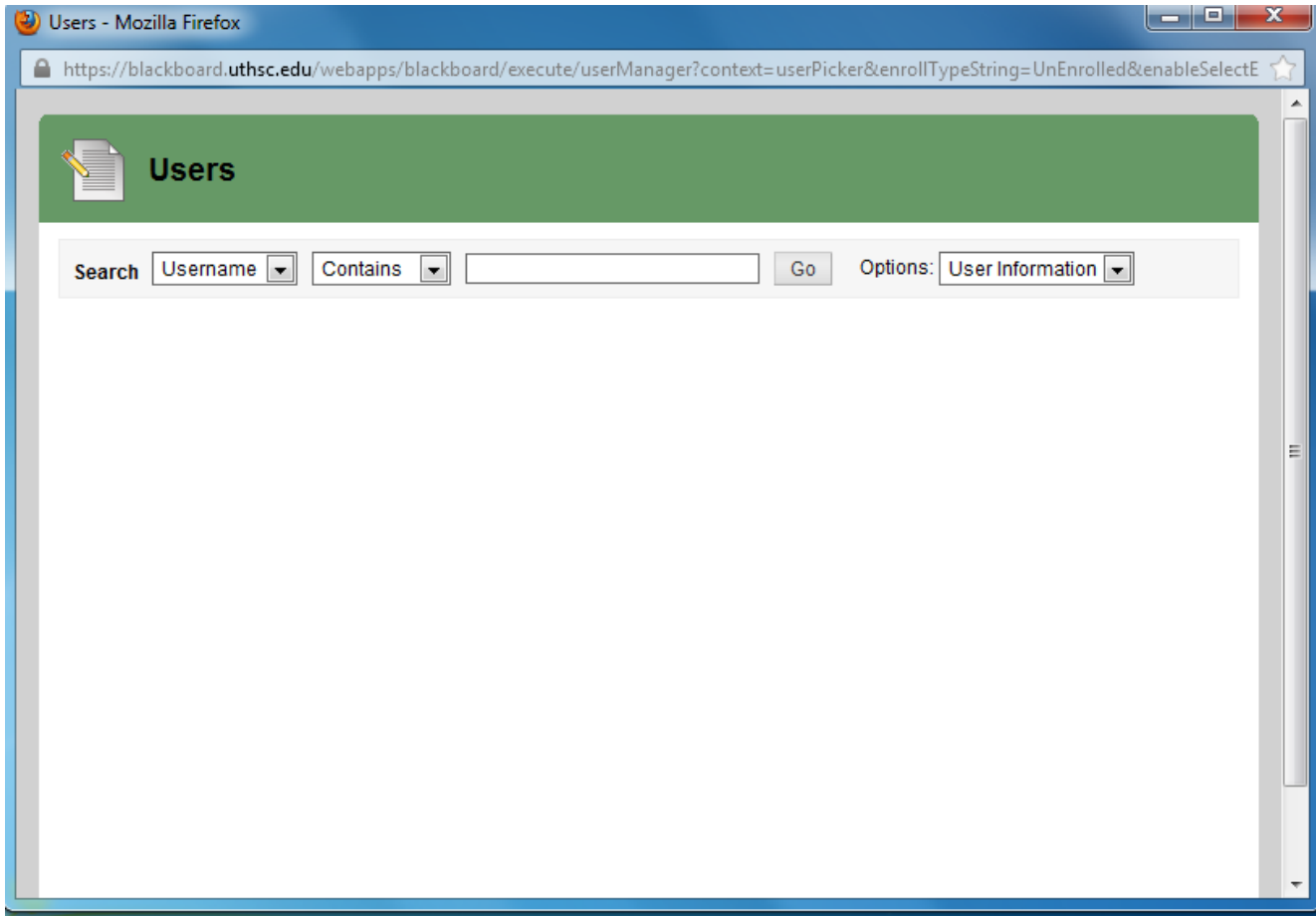
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

3

1. If you know the username's NetID, simply enter it in the text field.
2. Select a role for the user (Student, Guest, Teaching Assistant, etc.).
3. Click Submit.

Add Enrollments (NetID unknown)



1. Select Browse when you don't know the NetID.
2. When searching you have the option to select from the following: Username, First Name, Last Name, and Email. (The most common options chosen are Username and Last Name.)
3. The next box gives you the following options: Contains, Equal to, Starts with, and Not Blank. The most common options chosen are Contains and Starts with.)
4. Type your data in the blank text field.
5. Select Go.

Enroll User

Users - Mozilla Firefox

https://blackboard.uthsc.edu/webapps/blackboard/execute/userManager?course_id=_426_1

Users

Search Username Contains Go Options: User Information

Status	First Name	Last Name	Username	Email
<input type="checkbox"/>	Mickey	Mouse	mmouse	mmouse@tennessee.edu

Displaying 1 to 1 of 1 items Show All Edit Paging...

Cancel Submit

1. Once you have found the person, put a check in the box beside his or her name.
2. Click Submit.
3. The user's NetID will appear in the text box on the Add Enrollments (see above, Step 3).

Success! You have enrolled the user.

Success: Enrollment added for user: mmouse

1. The new user appears in Users under Users and Groups in the Control Panel.