

# Adding Users to Blackboard

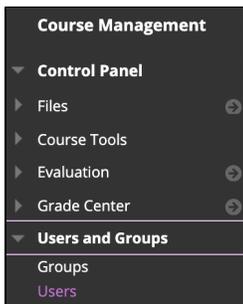
FACULTY INSTRUCTIONS: Use the instructions below to add users (graders, co-instructors, course builders, etc.) to your Blackboard courses.

IMPORTANT: Do **NOT** add students to your courses! Students will be automatically enrolled via an automated process through the Registrar's Office. Adding students by hand can cause issues with registrations. If a student is not showing up in your roster, contact the Registrar's Office.

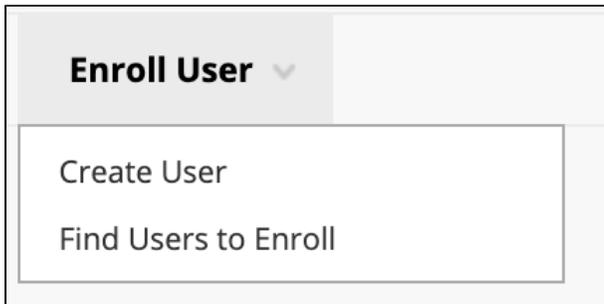
STUDENTS: You cannot add users to courses. If you are not in a course, you should check DataVU to be sure you are registered. If you are registered and the course is not showing up, inquire with your instructor as they may not have made the course active or they are not using Blackboard. If you are not registered in DataVU, contact your advisor or the Registrar's Office if you are not registered.

## Step-by-step guide

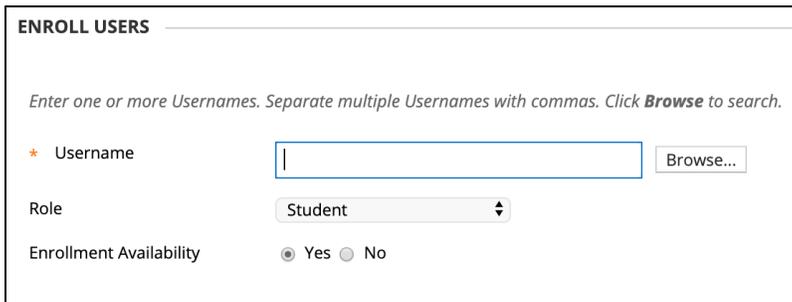
1. Begin by clicking Users and Groups in the Control Panel
2. Select Users



3. Click Find Users to Enroll button found near the top left in the banner above the course users.



4. At this screen, enter the username of the user; or click browse to search for a user.

A screenshot of the 'ENROLL USERS' form. The form has a title 'ENROLL USERS' and a subtitle 'Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.' Below the subtitle are three fields: 'Username' with a text input box and a 'Browse...' button, 'Role' with a dropdown menu set to 'Student', and 'Enrollment Availability' with radio buttons for 'Yes' and 'No'.

- a. Search by any of the options in the first drop down item.
- b. Leave the second to Contains.

Users

Search Username ▾ Contains ▾ kevin.steele Go Options: User Information ▾

| <input checked="" type="checkbox"/> | STATUS | FIRST NAME | LAST NAME ▲ | USERNAME   | EMAIL        |
|-------------------------------------|--------|------------|-------------|------------|--------------|
| <input checked="" type="checkbox"/> |        | Test       | Student     | ksteele2_s | Kevin.Steele |

Displaying 1 to 1 of 1 items

c. Enter the data to search in the 3rd box.

d. Click Go

e. Select the user from the list that is generated. Click Submit

5. With the username in the correct field, choose the Role (default is student) of the user from the drop down options.

6. Click Submit to finalize the addition.

## Related articles

- [Modify Testing Accommodations in Blackboard](#)
- [Requesting Course Mailing Lists in Blackboard](#)
- [Setting Up Perusall Tool in Blackboard](#)
- [Removing Attendance from Grade in Blackboard](#)
- [Taking Attendance in Blackboard](#)

For additional assistance, contact the [IT Help Desk](#).