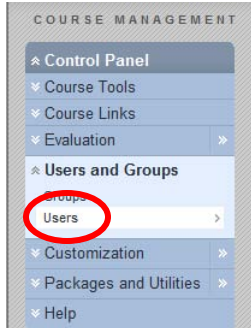


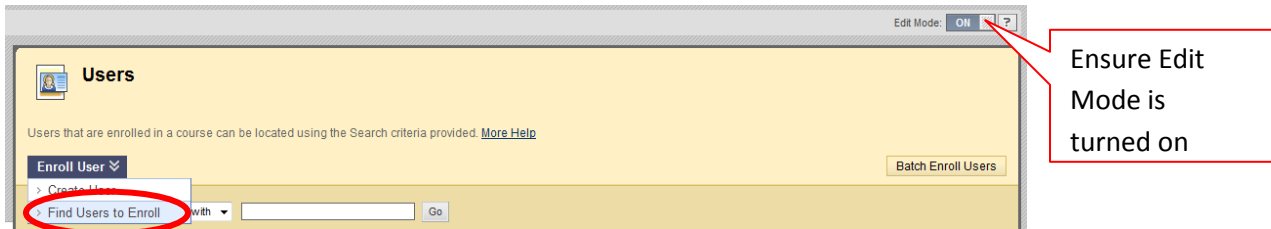
Enroll User

In this instance we will enroll a user to a blackboard course.

Step 1: In the **Control Panel, Users and Groups**, select **Users**.



Step 2: Click the **double down arrows** beside of Enroll User and select **Find Users to Enroll**.



Step 3: If you know the Username you can type it in. If not select **Browse**.

1. Enroll Users

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

* Username **Browse...**

Role

Enrollment Availability Yes No

Enroll User

Step 4: A new window will appear. Decide how you want to search by selecting the down arrows. In this instance we selected to search by Username that Starts with "a". Click Go to get your results. Once you have found your user check the box beside their name and submit.

Search Username Starts with Go Options: User Information

<input type="checkbox"/>	Status	Last Name	First Name	Username	Email
<input checked="" type="checkbox"/>		Adams	Dina	adamsd	adamsd@favtechcc.edu
<input type="checkbox"/>		Administrator	Blackboard	administrator	email@null.com
<input type="checkbox"/>		Allen	Katherine	allenk3534	allenk3534@student.favtechcc.edu
<input type="checkbox"/>		Amstutz	John	amstutzj1064	amstutzj1064@student.favtechcc.edu
<input type="checkbox"/>		Arrington	Marlon	arringt3841	arringt3841@student.favtechcc.edu
<input type="checkbox"/>		Atkins	William	atkinsw	atkinsw@favtechcc.edu

Displaying 1 to 6 of 6 items | Show All Edit Paging...

Cancel **Submit**

Step 5: Complete Area 1. The username selected in the previous window will remain. **Select the role** (Instructor or Student) by clicking the down arrow.

* Indicates a required field.

Cancel Submit

1. Enroll Users

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

* Username Browse...

Role

Enrollment Availability Yes No

Step 6: Submit.

2. Submit

Cancel Submit

End Result:

User is enrolled in the course.

Remove Users from Course Refresh

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/>	adamsd	Adams	Dina	adamsd@favtechcc.edu	Student		Yes

Remove Users from Course Refresh

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