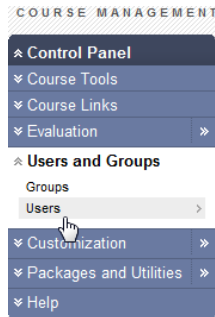


## Blackboard 9.0: Enrolling Students

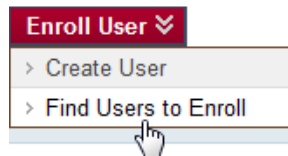
The Enroll User feature enables Instructors and TA's to add users to a course and set their course role.

### To Manually Enroll a Student

- 1 In the **Control Panel** of your Blackboard course, select **User** under Users and Groups



- 2 Select Enroll User – Find Users to Enroll



- 3 Search the existing Blackboard user index **BY LAST NAME** for each individual student you wish to enroll. You may also search **USER NAME ( NetID)** or **EMAIL ADDRESS**.
- 4 Once the student has been located in the index, check the **Add** check box for the correct student and then click **Submit**.

**1. Enroll Users**

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

\* Username

Role

Enrollment Availability

**2. Submit**

If you do not know the username click the "Browse" button

If you know the Users Blackboard Username add it here

From the Dropdown Menu select the course "Role" for the user you are adding. The Default is "Student"

After User and Role are selected click "Submit"

### Note:

If the student is already enrolled in the course, his/her name will not appear in the list.

Students will be batch enrolled in all courses by the Blackboard Administrator twice a day beginning one week before the start of the semester and continuing for three weeks into the semester.