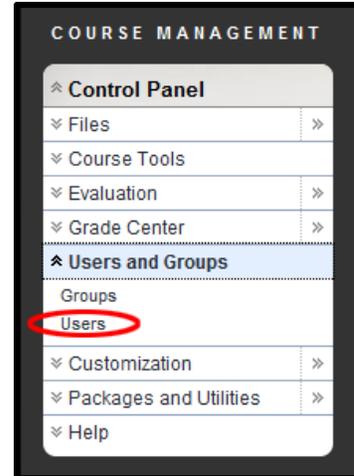


Enrolling Users to a Blackboard Section

Student enrollments from credit-based sections are automatically loaded from MyCentral to Blackboard. Typically, there is no need to add student enrollments in the manner described below. It may, however, be necessary to manually enroll a user to a section for other reasons.

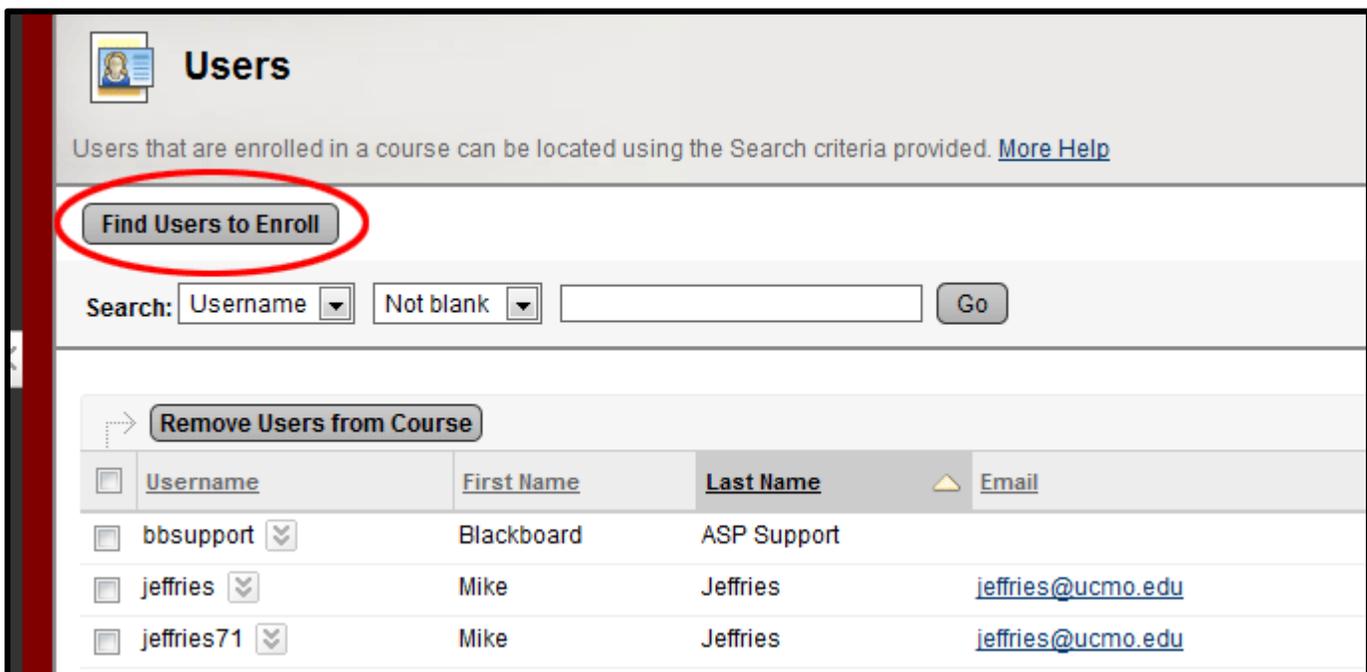
Enrolling Users

Step 1: Select **Users** from the **Users and Groups** area of the control panel of the course you are wanting to add users to.



Step 2: Click the **Find Users to Enroll** button on the Users screen.

***Note:** Do not enter anything in the Search area on this screen. The search field here is for searching existing enrollments.



The image shows a screenshot of the Blackboard Users screen. The title is 'Users'. Below the title is a message: 'Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)'. Below this message is a button labeled 'Find Users to Enroll', which is circled in red. Below the button is a search area with a 'Search:' label, a dropdown menu for 'Username', a dropdown menu for 'Not blank', a text input field, and a 'Go' button. Below the search area is a button labeled 'Remove Users from Course'. Below the button is a table of users with columns for Username, First Name, Last Name, and Email.

<input type="checkbox"/>	Username	First Name	Last Name	Email
<input type="checkbox"/>	bbsupport	Blackboard	ASP Support	
<input type="checkbox"/>	jeffries	Mike	Jeffries	jeffries@ucmo.edu
<input type="checkbox"/>	jeffries71	Mike	Jeffries	jeffries@ucmo.edu

Step 3: Click the **Browse** button.

***Note:** Do not attempt to enter the username directly or enter any other text in the Username field. Doing so will cause the enrollment process to fail.

Add Enrollments: 10ShannonTraining1008

Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search for users. Only identified in a search for users. [More Help](#)

* Indicates a required field.

1. Enroll Users

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

* Username **Browse...**

Step 4: In the new window that opens, search for the user. The criteria typically used are **Last Name** and **Starts With**, with the user's last name as the search term. Use the set of criteria that seems most appropriate. You cannot, however search using the user's full name (first and last names).

Click **Go**.

Search **Last Name** **Starts with** **Go**

Step 5: You will most likely have more than one user to select from. Check the box to the left of the desired user's name and click **Submit**.

Search **Starts with** **Go** Options:

<input type="checkbox"/>	Status	First Name	Last Name	Username	Email
<input checked="" type="checkbox"/>		Shannon	Meisenheimer	meisenheimer3	meisenheimer@ucmo.edu

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

Cancel **Submit**

Step 6: The new window that opened will close and you should be returned to the main Blackboard window.

If you need change the user's role in the course to something other than student you can do so on the current screen using the **Role** drop down list. Otherwise, click **Submit**.

Add Enrollments: 10ShannonTraining1008

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

Role ▼

Enrollment Availability Yes No

2. Submit

Cancel Submit

When returned to the Users screen, you may only see one user listed. The Paging seems to set itself to one item per page after enrolling a user. Just click the **Show All** button to see your entire list of enrollees in the course.

If you have any questions regarding enrolling users, contact UCM Blackboard Support at blackboard@ucmo.edu or call us at (660) 543-8484.