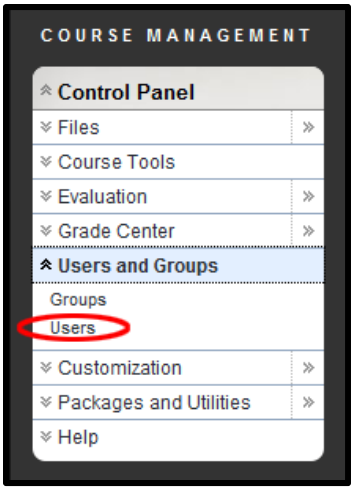
Enrolling Users to a Blackboard Section

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.

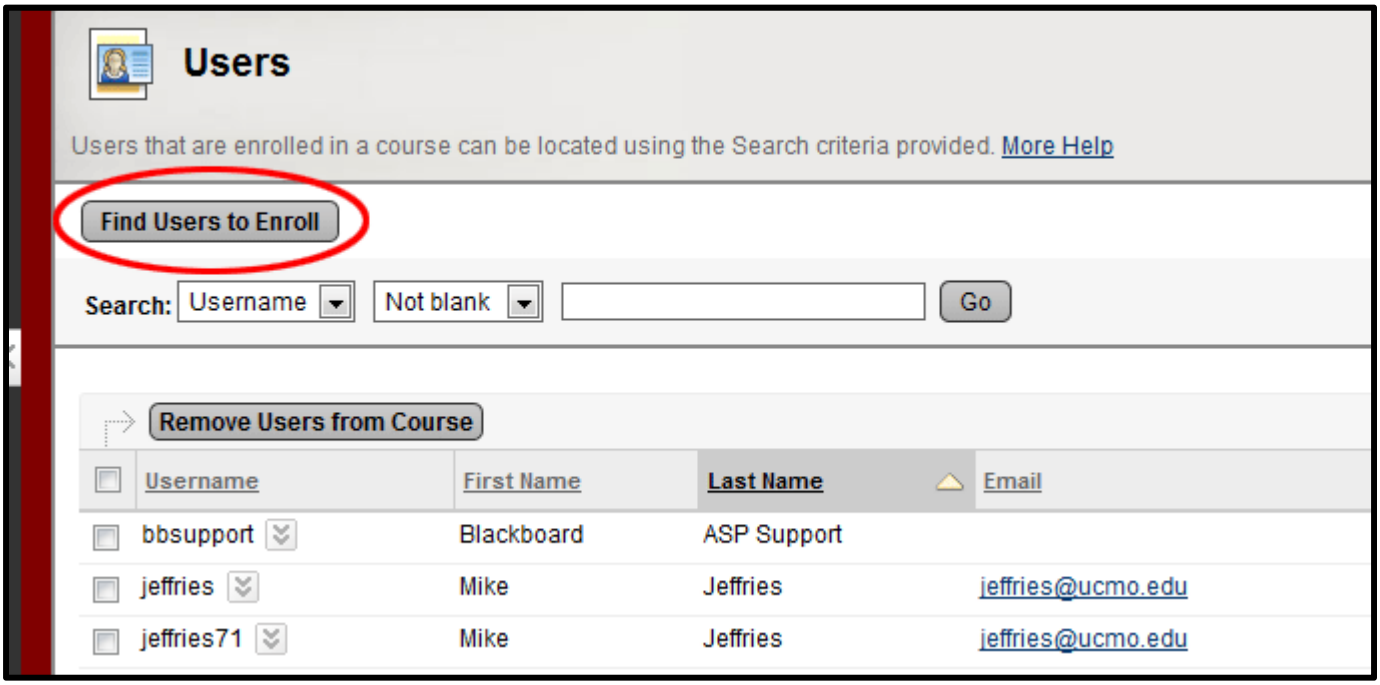
Enrolling Users

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



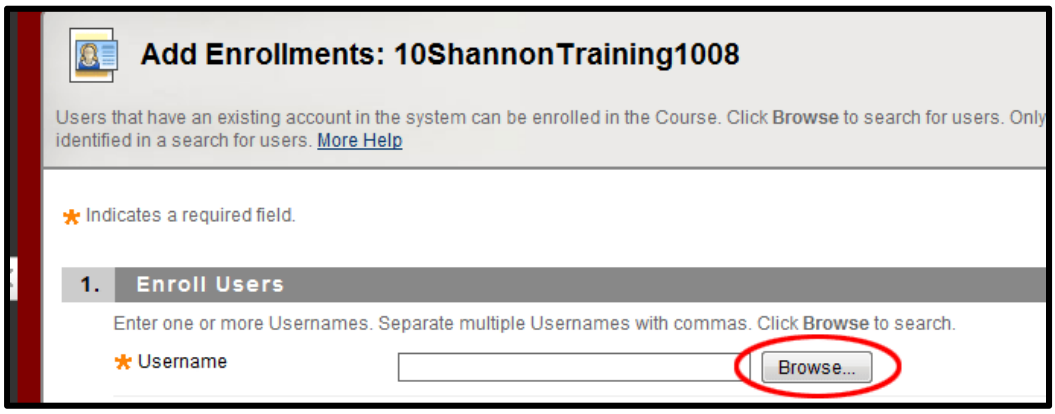
Step 2: Click the **Find Users to Enroll** button on the Users screen.

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



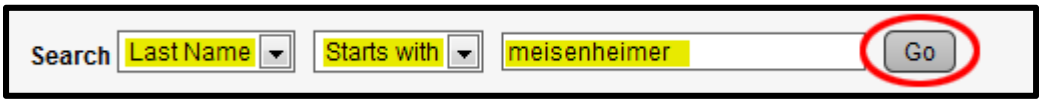
Step 3: Click the **Browse** button.

***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.

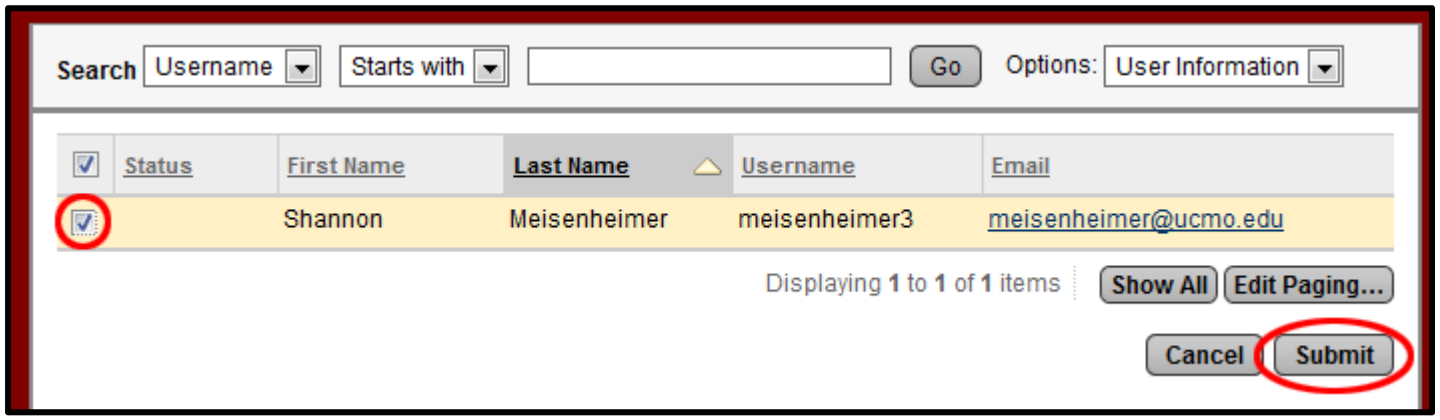


Step 4: In the new window that opens, search for the user. The criteria typically used are **Last Name** and **Starts With,** with the user's last name as the search term. Use the set of criteria that seems most appropriate. You cannot, however search using the user's full name (first and last names).

Click **Go**.

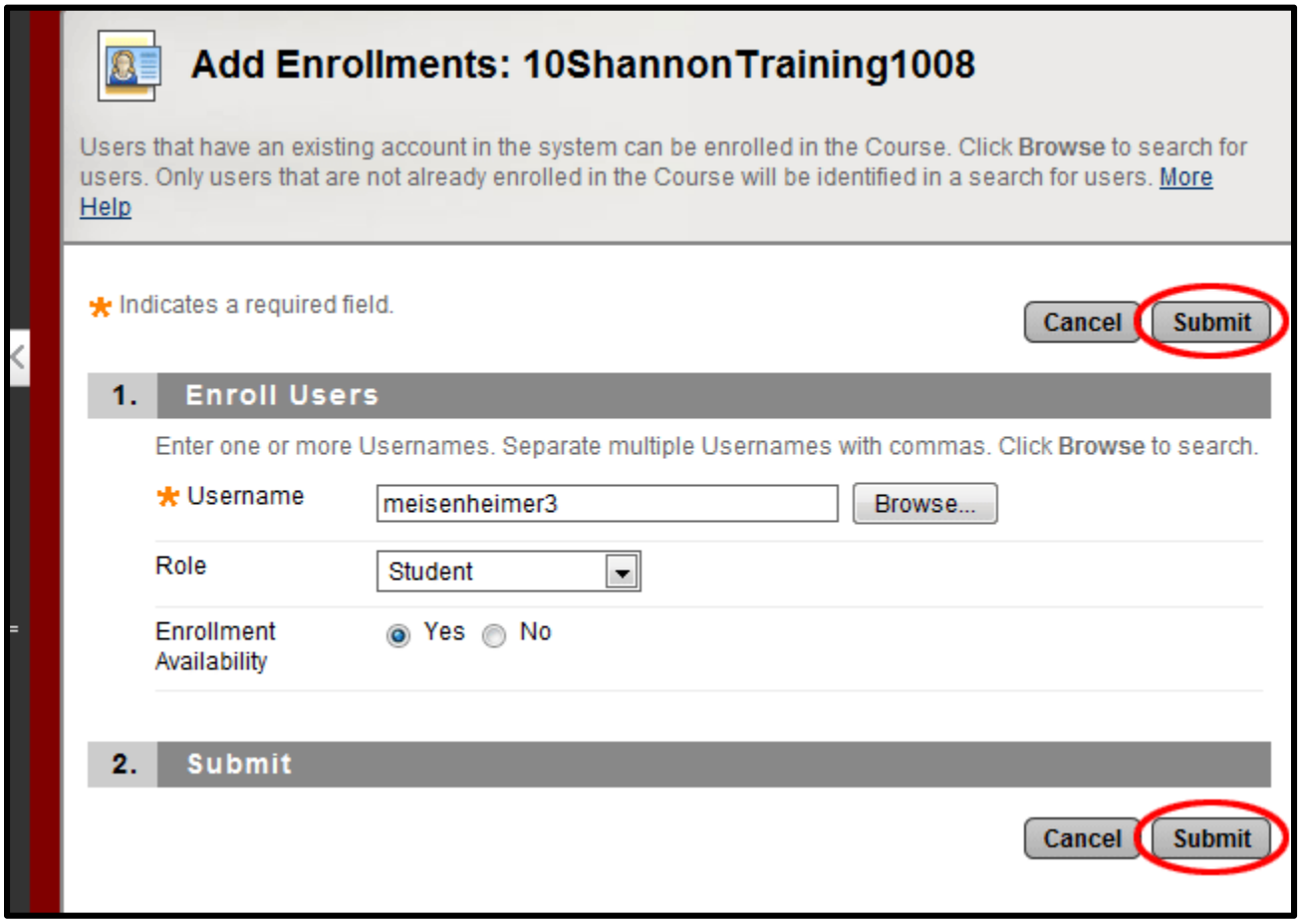


Step 5: You will most likely have more than one user to select from. Check the box to the left of the desired user's name and click **Submit**.



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**.



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.