Adding an instructor or student to Blackboard:

Go to the Course Management section on the left hand side of the screen.

Click on Users and Groups:

Click Users:
Click Find Users to Enroll:

1. Enroll Users

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

   Role
   
   Enrollment Availability
   

2. Submit

   Click Submit to proceed. Click Cancel to go back.

Click Browse (a new window will pop up):

Enter part of the person’s user name, then click Go.

Check the box of the person you want to add, then hit Submit:
This will populate their username. Change their role as appropriate in the drop down box:

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

   **Username**  pong
   **Role**  Student
   **Enrollment Availability**  Yes  No

2. Submit

Click Submit to proceed. Click Cancel to go back.

Then click Submit.

Kari Frenz