Enrolling other faculty, staff into your course or organization in Blackboard Learn

WARNING: DO NOT ADD STUDENTS!

Any issues blocking a student’s enrollment must be addressed by Student Affairs and the ACT Office. You or your student should send a request to help@downstate.edu.

BEFORE YOU BEGIN:

- You must already be enrolled into the course/organization with instructor / leader rights before you can add other users.
- You cannot delete other enrollees from a course or an organization.
- You can change another enrollee’s Role (in order to raise or lower his or her rights in the course/organization). Use a “Student” / “Participant” role if they do not need editing or grading rights.

Go to your course or organization where you have full Instructor/Leader rights. Open the Users and Groups tool at lower left, then click on Users.

Above the list of users, locate and click on the “Enroll Users” black button at upper left, then choose "Find Users to Enroll" on the drop-down list.
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The next screen will ask you to fill in the person's Blackboard Learn username and role for the course. Use the "Browse" button to pop up a Search for User screen.

You can search for them by last name, first name, etc.

1. Drop down the **first list** and choose the search method – **first name** or **last name**.

2. Drop down the **second list** and choose “**Starts with**”.

3. Enter their first or last name to use for your search.

4. Click on the **Go** button.

5. Scan the list of resulting matches. If one is correct, check the **checkbox** to the left.

6. Click on the “**Submit**” button at lower right.
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5. That will return you to the Enroll User screen with the person's **username** filled in.

7. **Choose the Role**: The default course Role is "Student" (or “Participant” for organizations)... If you want your newly added faculty to have full course editing rights, drop down the Role list and select "**Instructor**" (or Leader for an organization).

8. Click on "**Submit**" at lower right.

9. They should now appear in your Users roster.