How to Enroll a User in your Blackboard Course

1. In order to enroll a user into your course, get on your course in Blackboard. Locate the course management control panel at the bottom of the page on the left hand side.

2. Click “Users and Groups” and then select the link “Users”.

![Control Panel]

![Course Management]

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3. You will be directed to a page that has users/students that are currently enrolled in the course. You will also see a button that says “Find Users to Enroll”, click on it. You will then be directed to a page that says “Add Enrollments” (see respective images below).

4. If you know the 20-digit Blackboard username for the user you want to enroll, it is the fastest way to copy and paste it in the “Username” field. Each user can find his/her own 20-digit UUID easily. On the Home tab, click “Personal Information”.

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**Add Enrollments: YC_Bb_Collaborate_Workshop**

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

- **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**

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Then click “Edit Personal Information”.

On the “Edit Personal Information” page, the 20-digit Blackboard username is located under the “Account Information”.

5. If you cannot obtain the 20-digit Bb username, you will click on the “Browse” button on the “Add Enrollments” page (see the 2nd image under step 3). **Note: When you click on this button, a pop-up window will appear so do make sure you have disabled your browser’s pop-up blocker.**

6. From here, you will use any of the search criteria to find the user. If you know the email address the student or instructor uses in Bb, it’s best to use the “Email” search criterion for your search as the email address is unique. Otherwise, search by last name or first name. You can choose either “contains”
or “Equal to” for the 2nd dropdown box depending on whether you know the exact email address/name or part of the email address/name. After filling in appropriate text string, click GO to start the search. Once you have found the user you want to enroll, select the user by checking on the check box next to their name and click submit.

7. Once you click submit, the pop-up window will close and direct you back to the “Add Enrollments” page. Select an appropriate role the user will have and click yes for the Enrollment Availability. Last, click Submit button.

8. You will then be directed back to the page that lists the current users for the course. You will also see a green notification bar at the top of the page that indicates you have successfully enrolled a student.
<table>
<thead>
<tr>
<th>Username</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Role</th>
<th>Observer</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>20080610024831168389</td>
<td>Darlene</td>
<td>DeFabio</td>
<td><a href="mailto:dddefabio@orkcuny.edu">dddefabio@orkcuny.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>20090417022915610009</td>
<td>Ashley</td>
<td>Harper</td>
<td><a href="mailto:ashley.harper@orkcuny.edu">ashley.harper@orkcuny.edu</a></td>
<td>Instructor</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>202104160851042624</td>
<td>Werner</td>
<td>Huang-Stolla</td>
<td><a href="mailto:woh@orkcuny.edu">woh@orkcuny.edu</a></td>
<td>Instructor</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>200806090231544851011</td>
<td>Daroo</td>
<td>Gaiwar</td>
<td><a href="mailto:bbhram@orkcuny.edu">bbhram@orkcuny.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>200906120124438850153</td>
<td>Testwright</td>
<td>York</td>
<td>vhhv4york.cuny.edu</td>
<td>Student</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>