Enrolling a student into a Blackboard course shell

Enter the Blackboard course where you would like to add the students.

- Locate the Course Management Menu.

- Click on the Users and Groups section.

- Choose Users from the drop down menu.

- Click on the Enroll User button.

- Choose Find Users to Enroll from the drop down menu

- Enter the student’s ID number within the Username field box.

- Make sure the Role is marked as Student

- Click Submit when finished.

* Students cannot be added until or after the first day of class.

* If you experience any issues or errors with this process, please contact your Instructional Technologist.