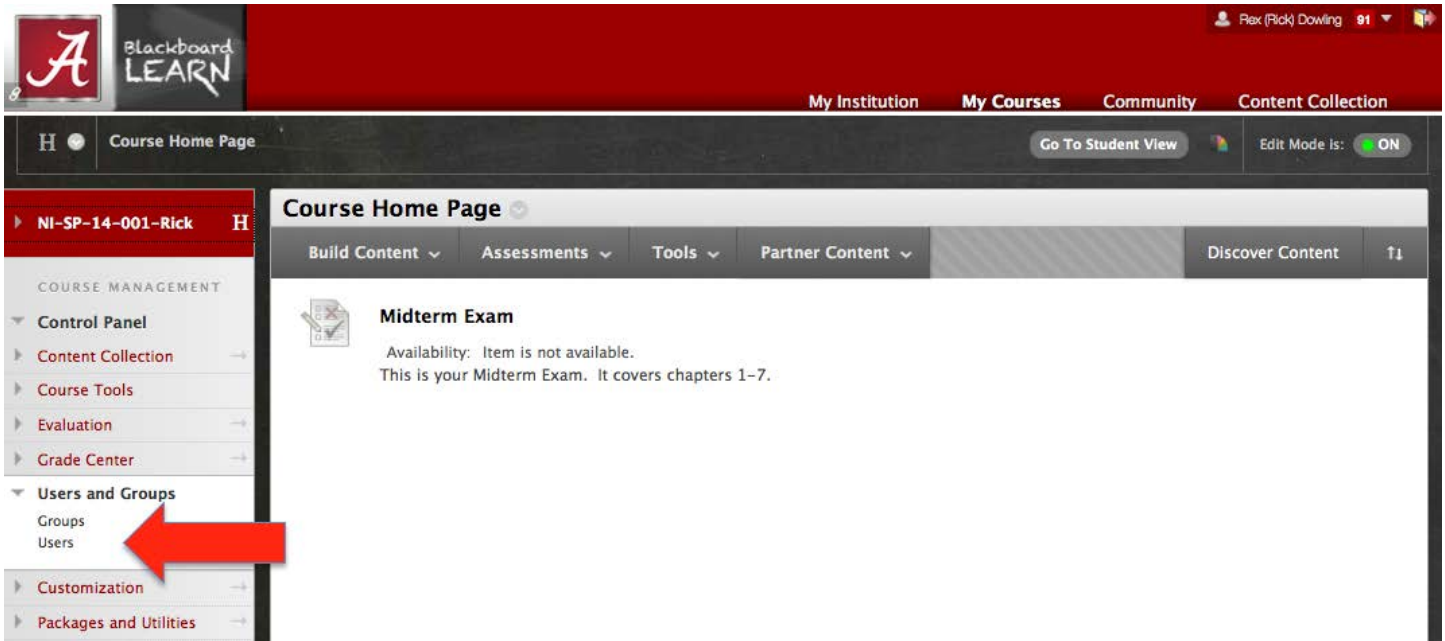


Adding a User to a Blackboard Course

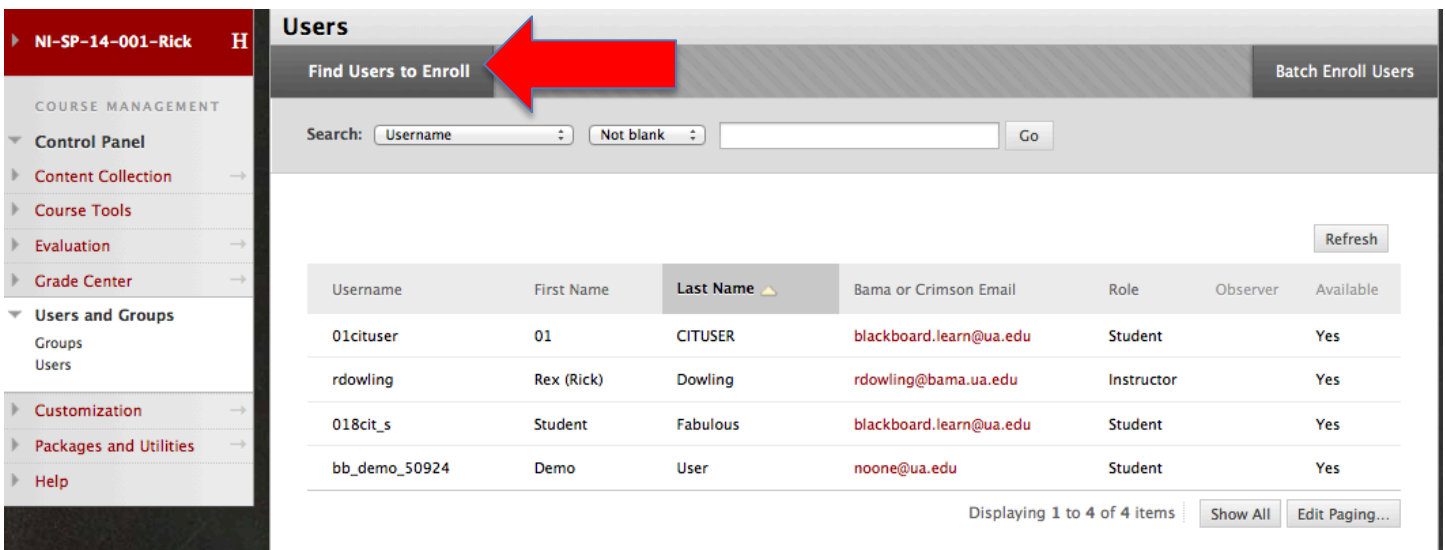
Please note that enrolled student adds and drops are automatically sent from Banner to Blackboard Learn. Contact 205- 348-3532 if student enrollment does not match Banner enrollment.

From within a Blackboard Learn course, follow these steps to add a user. Any person with a Bama username can be added to a course in Blackboard Learn. To have a user removed from a course, contact 205-348-3532.

1. With Edit Mode On, click on Control Panel > Users and Groups > Users. To expand a menu area, click on the arrow next to its title.



2. When the Users screen appears, click on Find Users to Enroll, located above the search interface and the list of users.



3. Enter the Bama username (example: smith001, jdoe) of the person(s) to be added. If the username is unknown, use the Browse function to find the user(s).
4. Select the appropriate role for the user from the Role dropdown. Student, Instructor, or Teaching Assistant will meet most needs.
5. Click Submit.

Add Enrollments: NI-SP-14-001-Rick

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](#)

* Indicates a required field.

Cancel

Submit

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

Click **Submit** to proceed. Click **Cancel** to go back.

Submit

6. If the user is successfully added, a confirmation message will be shown and the user will appear in the Users list.

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

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