

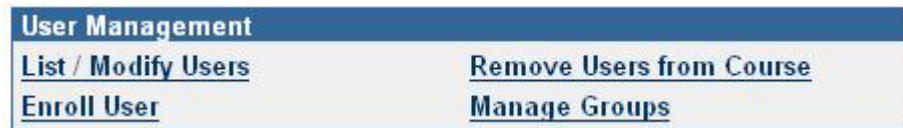
Class Enrollment Changes in Blackboard

Adding Students or Faculty

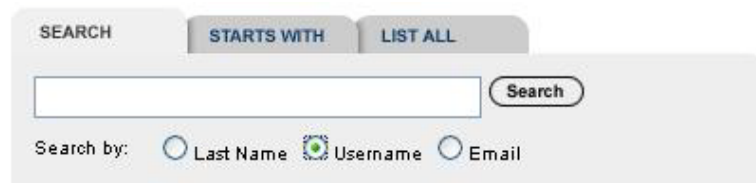
A common task when getting started with a new semester or new course is **ADDING** a student or another faculty member to the roll. Follow these directions to **ADD** a person into your class on Blackboard.

1. Open the course to which you need to add the faculty member or student.
2. Open the course Control Panel.

3. Click on **Enroll User** near the top right in the *User Management* section



4. You can search for the user by Username, Last Name, or Email, selected by radio buttons (circles) below the search box
 - a. If you know their **Blackboard Username**, click **Username** and enter it in the box. *Note:*



This is the quickest search

- b. If you know their **email address**, click **Email** and enter that in the box. *Note: this is the Next quickest search.*
- c. If you only know the **Last name**, you can click that selection and enter it in the box. Be warned, if the individual does not have pretty unique last name, you will be waiting a long time and get a lot of results. This searches ALL students in the entire VCCS. – No kidding.
- d. If all else fails, ask someone with Person Info access (division admin assistants, eLearning Specialist (and System Blackboard Administrator), or division deans) to look up the person.]

Additional Note: if the person is already enrolled in the course, Blackboard will tell you it can't find them. If a person just can't be found, try Listing Users to see if they're already in there.

5. After entering their Username, Email or Last name and clicking the appropriate radio button, click **Search**.
6. Check the **ADD** box to the left of the person you wish to add.
7. Click **Submit**.
8. Finally, if the person needs access other than a standard Student, you must grant him/her that access.
 - a. go back to the **Control Panel** and click **List/Modify Users**.
 - b. Click the oval **Search** button.
 - c. Click **Properties** next to the person's name and scroll down.
 - d. Click the radio button beside the appropriate access. Example: Teaching Assistant, Instructor, etc.

- e. Click **Submit**.

Maintaining Rolls

It is *VERY* highly recommended that you maintain the accuracy of your Blackboard class rolls by comparing them to the official Student Information System (PeopleSoft) roster.

(The admin staff can add students in groups to groups of classes, but the system does not allow them to drop in groups.)

Follow these directions to **DISABLE** or **REMOVE** a person from your class on Blackboard.

To Disable Users:

1. Open the course to which you need to **DISABLE** a student.
2. Open the course **Control Panel**.
3. Click on **List / Modify Users** near the top right, under **User Management**.
4. Click **Search**. All the students from your class will be listed.
5. Click the **Properties** button at the far right of the person's name you would like to disable.
6. Scroll down to #4 (Role and Availability) and choose **NO** from the drop down menu just below *Available (This course only)*.
[You may choose to make the student's role "Guest." Clicking this option removes the student from the Gradebook, BUT DOES NOT remove them from the course. If they do return to class, grades are still available.]
7. Click **Submit**.

*Note: Disabling a person does not remove them from the Blackboard system or that specific course, they DO NOT have access to the course **But** their name will still show up in the gradebook.*

To Remove Users:

1. Open the course to which you need to **Remove** a student.
2. Open the course **Control Panel**.
3. Click on **Remove Users from Course** near the top right, under **User Management**.
4. Click **Search**. All the students from your class will be listed.
5. Check the **Remove** box to the left of the person's name.
6. Scroll down and type **Y-e-s** (capital Y lower case e and s) in the textbox and click **Submit**.