Adding a User to a Blackboard Course

To add a student to the Blackboard course, follow these steps. You must be either a TA for the course or an Instructor

1. Only primary instructors or Blackboard administrators can add users. TA’s cannot add students. If you need assistance with this because you do not have the appropriate rights, please contact Peggy.l.Powell@uth.tmc.edu
2. Log onto Blackboard and enter the course you want to add the user to
3. Under the control panel (bottom left) Select “Users and Groups”
4. Select “Users”
5. Select “Find Users to Enroll” the blue button on the top left
6. You will now be on a page called “Add Enrollments”
7. Under “Username” select “Browse”
8. A new window will open
9. Next to “Search” Select “Last Name” and the “Contains”
10. Type in the last name of the student
11. Select “Go”
12. Choose the student you wish to enroll
13. Select “submit”
14. Back on the “Add Enrollments Page”, set the “Role” as Student
15. Select “Submit”
16. The student is now enrolled in the blackboard page.