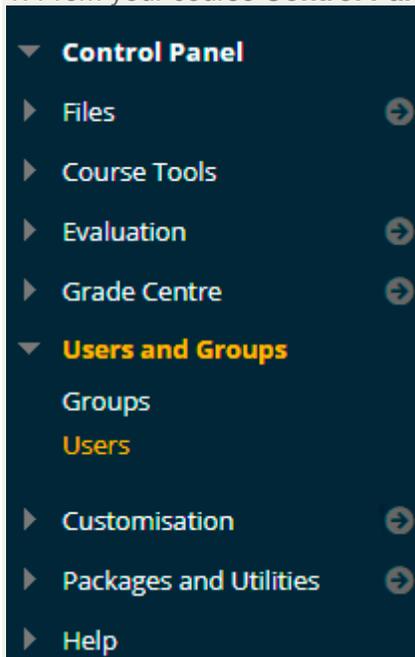


How to add a user to your Blackboard course manually

Staff and students are automatically added to modules populated by Banner. With non-Banner, “Arbitrary courses” there is no automatic population so you may wish to add another user to your course. This could be a student or a colleague. When you add a user you can decide which role they should have on your course. You can change their role later on too if you wish.

Access the Control Panel

1. From your course **Control Panel**, expand **Users and Groups** and click on **Users**..



Find User to Enrol

2. You will be presented with a list of users on your course.

To add a new user- **click on Find Users to Enrol**.

Click on Browse

3. If you know the University username of the person you wish to add you can enter it directly into the Username box and then click on **Submit**, without needing to click on 'Browse'. Note that when entering a username you do not need to include @soton.ac.uk.

If you do **not** know the username of the user you wish to add then you should leave the box blank and instead click on **Browse**, which will allow you to search for a user.

* Indicates a required field.

ENROL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username

Leave this blank

Browse...

Click this button

Role

Student

Enrolment Availability

Yes No

Last Name

4. You may search by **Username**, **First Name**, **Last Name**, or **University Email Address**. Usually you will want to select Last Name.

Users

Search

Last Name

Contains

Go

Options: US

University Username

First Name

Last Name

UoS Email Address

Enter Last Name

5. Enter the **Last Name** of the person you wish to find and click on **Go**.

6. Note that users who are already on your course will not appear in the returned results. **Only users who are not already on your course will be shown.**

Users

Search Options: Us



Tick!

7. Place a **tick** beside the users you wish to add and click on **Submit**.

Users

Search Options: Us

<input type="checkbox"/>	STATUS	FIRST NAME	LAST NAME	UNIVERSITY USERNAME
<input type="checkbox"/>		Barry	Blackboard	bblack
<input checked="" type="checkbox"/>		Charlie	Blackboard	cblack
<input type="checkbox"/>		Guest	Blackboard5	guest



Displaying 1 to 3 of 3 ite

Select Role

8. The username of the person you selected will appear in the box. You can add more people by clicking on browse again and repeating the above process.

9. Select the **role** that the user should have on your course by using the **Role dropdown menu**.

ENROL USERS

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

* Username

Role

Student	▼
Student	
Instructor	
Teaching Assistant	
Course Builder	
Marker	
Guest	

Enrolment Availability

Click Submit to proceed. Click Cancel to go back.

Submit

10. **Enrolment Availability** should be left at **Yes**. If you select No then the user will be enrolled on the course but unable to access it.

11. Click on **Submit** to finish.

ENROL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username

Role

Enrolment Availability

Yes No



Click **Submit** to proceed.