Enrolling individual users in a Blackboard course

Student enrollment is normally an automated procedure. When students register for a course via ConnectND they are automatically enrolled in the correct Blackboard course. However there are times to manually add a user to a blackboard course.

How to enroll a user in a Blackboard course

1. From the Control Panel click on the Users and Groups link.
2. Below the Users and Groups section, choose Users.
3. Click on the Find Users to Enroll button
4. Click the Browse button
5. A new window will appear. (see image below) From this window enter the Username, First Name, Last Name or Email Address of the user you would like to add to the course. Make sure the search criteria matches the information you are searching. For example If searching by last name, make sure that Last Name is selected from the first drop down box.

6. Click **Go** to search.

7. Depending on the number of results, there may be multiple pages to browse. Click the page arrow to move to the next page.

8. When you find the correct user, click the checkbox next to their name and Click **Submit**.