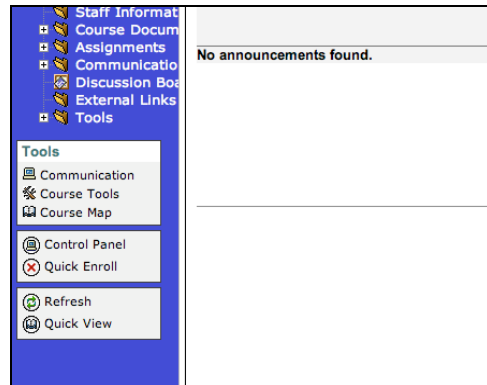


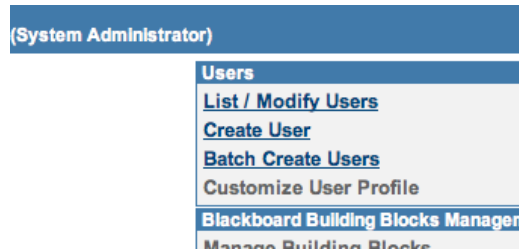


Adding Users to Blackboard Courses

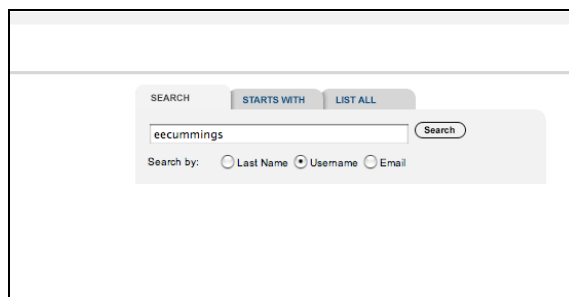
1. Log into Blackboard and enter the course you want to modify
2. Click on the CONTROL PANEL LINK that is found on the LEFT side of the screen.



3. Click on the ENROLL USER link that is found in the top right USERS box.



4. Type the user's last name, user name or email into the text box that opens up on the next screen. Make sure to select the right search option.



5. Click on the SEARCH button.

6. The user's name should appear on the next screen. Click the ADD box next to the user's name.*

<u>Add</u>	<u>Name</u>	<u>Username</u>
<input type="checkbox"/>	Goldsmith, Catherine	cegoldsmith
<input type="checkbox"/>	Goldsmith, Douglas	dgoldsmith

7. Click SUBMIT on the bottom right of the screen.
8. You will get a page letting you know that the user has been successfully added with the role of STUDENT.

*NOTE: There are 2 reasons a user might not be found by the search function in Blackboard. Either they are already enrolled in the course, or they do not have an account yet. If a user needs an account, please contact the Help Desk at HelpDesk@smcm.edu or x4357. You can confirm that they are enrolled by listing all students in the course.

ADDING AN INSTRUCTOR TO A COURSE

9. If the individual being added is an instructor, they must first be added as a student using the above instructions, then their role can be modified.
10. Once a person has been added, go back to the CONTROL PANEL screen, and select the LIST/MODIFY USERS in the USERS box on the top right side of the screen.
11. Again, you have to search for the individual by last name, email or username.
12. When the individual is found, click on the PROPERTIES button on the far right side of the screen.

<u>Role</u>		
Student	<input type="password"/>	<input type="button" value="Properties"/>
		<input type="button" value="OK"/>

13. This will open the MODIFY USER PROPERTIES page. Scroll down until you get to 4. Role and Availability.
14. Select the radio button next to INSTRUCTOR. Then click SUBMIT.