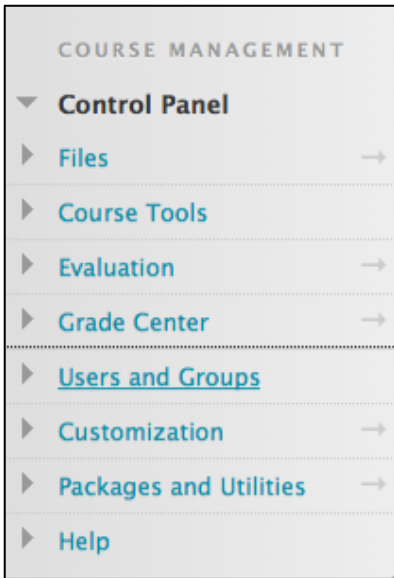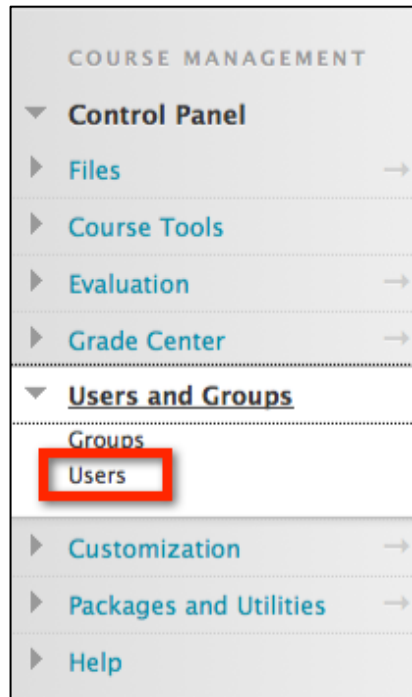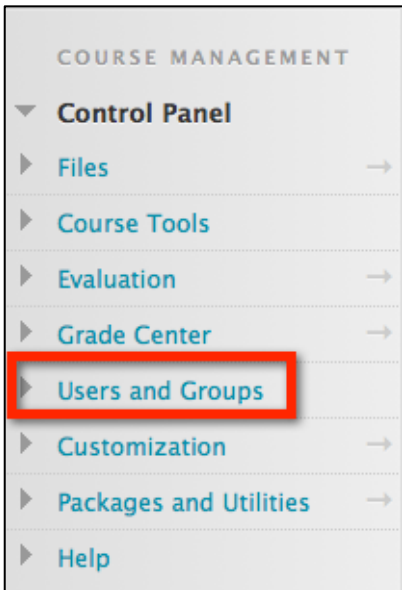# Instructions for adding other users to a Blackboard Learn Course

Step 1: While logged in to your course, look to the lower left hand side of the screen and you will see Control Panel

COURSE MANAGEMENT

Control Panel
- Files →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities →
- Help

Step 2: Locate and Click on **Users & Groups**, and the menu will expand

COURSE MANAGEMENT

Control Panel
- Files →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities →
- Help

COURSE MANAGEMENT

Control Panel
- Files →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
  - Groups
  - Users
- Customization →
- Packages and Utilities →
- Help

Step 3: Click on **Users** and you will see the following:

NOTE – <u>DO NOT CLICK ON SEARCH</u>, THIS FEATURE DOES NOT WORK.

MAKE SURE TO CLICK ON the button that says FIND USERS TO ENROLL
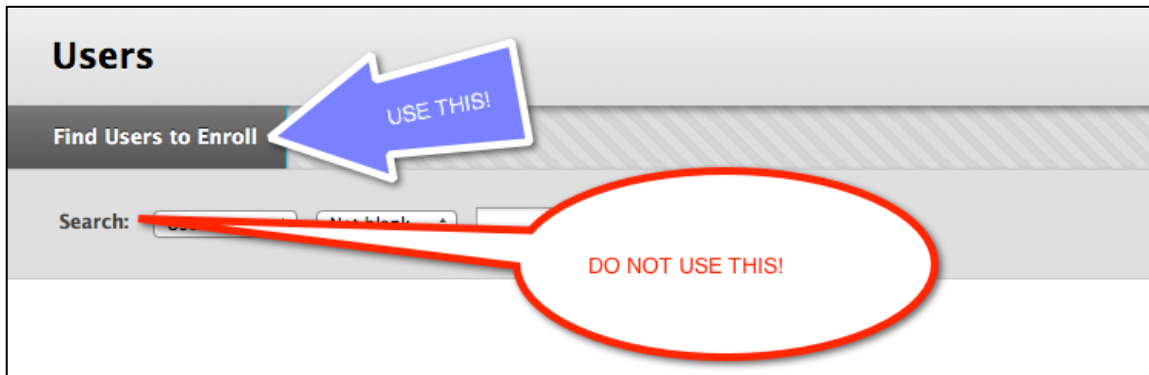
Step 4: You will now see the following screen and can add users. <u>BEFORE ADDING USERS, PLEASE GO TO NEXT PAGE AND READ HOW TO ADD USERS.</u>

NOTE - When enrolling other users, ALWAYS USE THE FIRST PART OF THEIR FLASHLINE USERNAME, <u>DO NOT USE</u> THE @kent.edu suffix

For example, John Smith would be enrolled as jsmith <u>*NOT*</u> as jsmith@kent.edu

Step 5: To enroll an *INDIVIDUAL STUDENT*, you would simply type the first part of their KSU Flashline username in the box (example, jsmith), then pick the role (students should be enrolled as "students", Grad Assistants or those helping you with course development should be enrolled as either "Teaching Assistant" or "Course Builder."

When complete, click SUBMIT.

NEVER NEVER NEVER enroll a user as a guest, as this role <u>does not work correctly</u>.

* Indicates a required field.

1. **Enroll Users**

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

* Username   [jsmith]   [Browse...]

Role   [Student ⬍]

Enrollment Availability   ⦿ Yes ◯ No

2. **Submit**

Click Submit to proceed. Click Cancel to quit.

Step 5a: To enroll a *GROUP OF STUDENTS/USERS*, you would simply type or paste in a comma-delimited list of usernames in the box (example, jsmith, jsmith2, jsmith3, etc.), then pick the role (students should be enrolled as "students", Grad Assistants or those helping you with course development should be enrolled as either "Teaching Assistant" or "Course Builder.")

* Indicates a required field.

1. **Enroll Users**

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

* Username   [jsmith,jsmith1,jsmith2,jsmith3]   [Browse...]

Role   [Student ⬍]

Enrollment Availability   ⦿ Yes ◯ No

2. **Submit**

Click Submit to proceed. Click Cancel to quit.

When complete, click SUBMIT.

NEVER NEVER NEVER enroll a user as a guest, as this role <u>does not work correctly</u>.