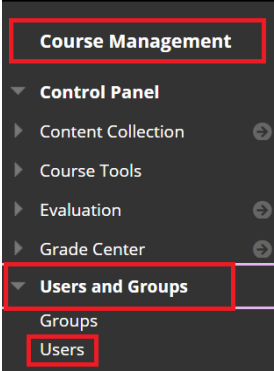
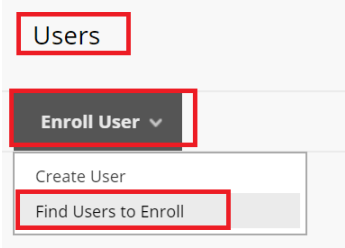
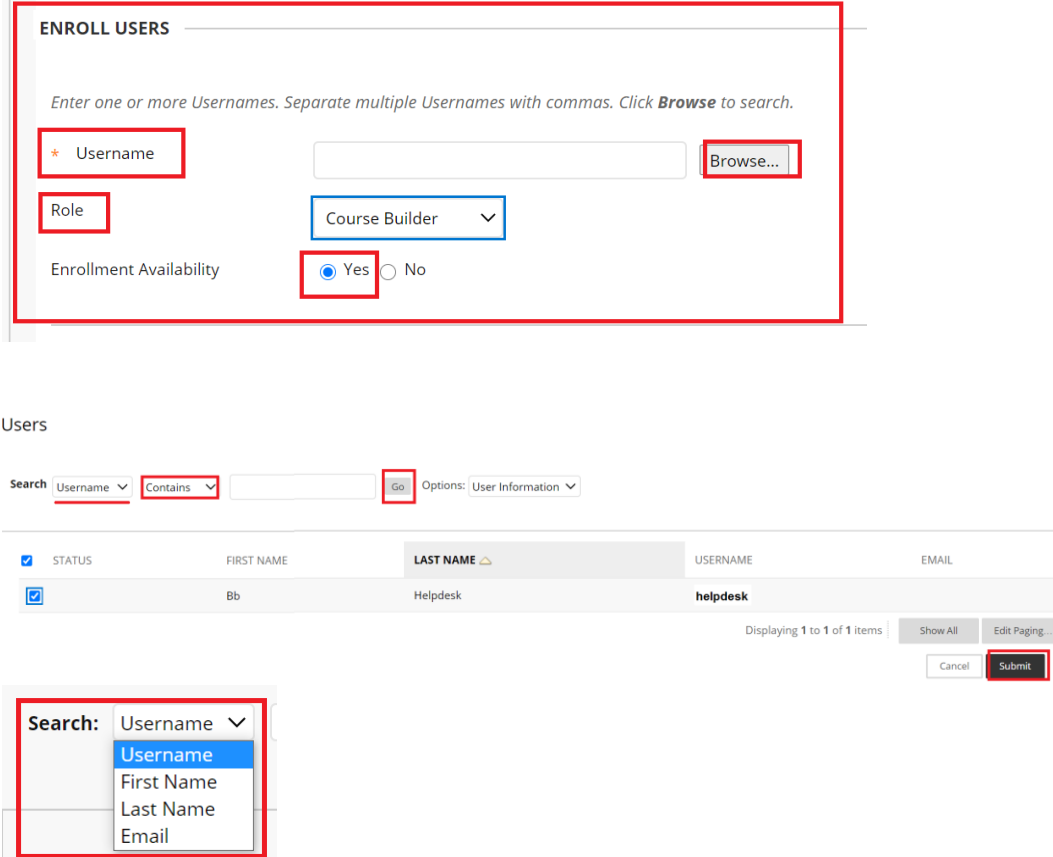


## How to Add Users (for Instructors) to Blackboard

Instructors can add other Instructors/Users with a Blackboard User Name (**not students**) to Blackboard courses (i.e. Instructor, Teaching Assistant, Course Builder, Guest).

<p>How to add users (from Course Management):</p> <ul style="list-style-type: none"><li>• Select Users and Groups (expand to view)</li><li>• Select Users</li></ul>	 <p>The screenshot shows the 'Course Management' menu. The 'Users and Groups' section is expanded, and the 'Users' option is highlighted with a red box.</p>										
<p>Select "Enroll User" and "Find Users to Enroll."</p>	 <p>The screenshot shows the 'Enroll User' dropdown menu. The 'Find Users to Enroll' option is highlighted with a red box.</p>										
<ul style="list-style-type: none"><li>• Add Username (<a href="mailto:_____@jeffersonstate.edu">_____@jeffersonstate.edu</a>)</li></ul> <p><b>Or</b></p> <ul style="list-style-type: none"><li>• Browse to search and select.</li><li>• Select User Role<ul style="list-style-type: none"><li>• Instructor</li><li>• Teaching Assistant</li><li>• Course Builder</li><li>• Guest</li></ul></li></ul> <p><b>Note:</b> You can search by Username, First Name, Last Name, or Email</p> <p><b>IMPORTANT:</b> Make sure to select "Submit" to save all changes and/or updates.</p>	 <p>The screenshot shows the 'ENROLL USERS' form. The 'Username' field is highlighted with a red box. The 'Role' dropdown is set to 'Course Builder'. The 'Enrollment Availability' radio buttons are set to 'Yes'. Below the form is a search results table with one user listed: 'Bb Helpdesk helpdesk'. The search criteria are 'Username' and 'Contains'. The 'Submit' button is highlighted with a red box.</p> <table border="1"><thead><tr><th>SEARCH</th><th>USERNAME</th><th>FIRST NAME</th><th>LAST NAME</th><th>EMAIL</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Bb</td><td>Helpdesk</td><td>helpdesk</td><td></td></tr></tbody></table>	SEARCH	USERNAME	FIRST NAME	LAST NAME	EMAIL	<input checked="" type="checkbox"/>	Bb	Helpdesk	helpdesk	
SEARCH	USERNAME	FIRST NAME	LAST NAME	EMAIL							
<input checked="" type="checkbox"/>	Bb	Helpdesk	helpdesk								

To review, change role, or remove user:

- Select Users and Groups (expand to view)
- Select Users
- Use "Search" option to view user(s)

**Note:** To view all users select "Not Blank" and "Go."

- Select Check Box next to user and select option.

**IMPORTANT: Do not make any changes to Enrolled Students in the course.**

