

## Adding Students or Instructors to Your Class

In some cases we need to add a student, instructor, or observer to our class. Please note that by adding these class members in Blackboard **does not** mean they are formally registered for class (this must be done through the Registrar).

Follow the steps below to add a student, instructor, or observer to your classroom site.

1. Locate your course through the My Courses Tab or My Courses Box.



2. From the **Course Management Control Panel** access **Users and Groups** and **Select Users**



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3. **Select** Find Users to Enroll

4. Put in the individual's user name (usually the name before @daemen.edu)

5. Select the Role for this individual user

\* Indicates a required field.

**1. Enroll Users**

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

\* Username

Role

Enrollment Availability  Yes  No

6. Press Submit

The user is now enrolled in your course, site, or workspace and it will appear on his or her My Courses Tab or My Courses Box

To confirm the users have access to your course follow steps 1 and 2 above. A listing of users and roles will appear on the screen.

| Username                        | First Name | Last Name | Email             | Role       | Observer | Available |
|---------------------------------|------------|-----------|-------------------|------------|----------|-----------|
| <input type="checkbox"/> mberta | Michael    | Berta     | mberta@daemen.edu | Instructor |          | Yes       |
| <input type="checkbox"/> bambam | BamBam     | Rubble    | bambam@daemen.edu | Student    |          | Yes       |

Displaying 1 to 2 of 2 items |