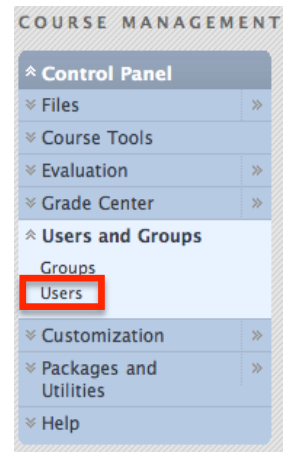


*This documentation provides simple instructions for adding students as member of your course on Blackboard 9.1.*

1. With **Edit Mode ON**, expand the **Control Panel** dashboard and expand the **Users and Groups** option.
2. Click the **Users** link.
3. When the Users page opens, click the **Find Users to Enroll** button at the top of the page.
4. The Add Enrollments page will open. In the **Username** field, add the usernames of the students or instructors you wish to enroll. If you are enrolling multiple users, separate the usernames with a comma and a space. Select the appropriate **Role** for the course members being added.
5. Click **Submit** when done.

**NOTE:** If you are unsure of a person's username, click the **Browse** button to search for a particular person's username.



### Add Enrollments: 2011\_Bb91\_Test

Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search for users. Only users that are not already enrolled in the Course will be identified in a search for users. [More Help](#)

\* Indicates a required field.

Cancel **Submit**

#### 1. Enroll Users

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

\* Username

Role

Enrollment Availability  Yes  No

#### 2. Submit

Cancel **Submit**