



Blackboard 9 Adding Students

Adding Students or Instructors to your Bb9 Course:



- Make sure that you are in the EDIT mode, Click the *EDIT* button located in the upper right corner of Announcement screen to **YES**.
- Under CLASS MANAGEMENT on the left column, expand the options for the Control Panel using the left options arrow.
- Expand the option for “**Users and Groups.**”
- Click the “**Users**” link.
- Click on the “**Enroll User**” button arrows and select “Find Users to Enroll”.
- In the “**Username**” field, add the user names of the students or instructors you wish to enroll. If there are enrolling multiple users, separate the usernames with a comma. Select the appropriate “**Role**” of either Student or Instructor.
- 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.



* 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