Adding and Removing Students

1. Navigate to your course in Blackboard.
2. Expand the Users and Groups section of the Control Panel (figure 1).
3. Click on Users
4. Click on the Enroll User button (figure 2) and select Find Users to Enroll.
5. Enter the student's/User's username or click on the Browse button to locate a user in the system (figure 3).
Adding and Removing Users

Figure 3: Add Enrollments page, Username entry box and Browse button highlighted.

a. Enter the student's last name in the Username search box, on the Search Popup window, if browsing for the student and click on the Go button (figure 4).

Figure 4: Search popup window, text entry box and Go button highlighted.

6. Click on the check box next to the student's name in the resulting screen (figure 5).

Figure 5: Checkbox for selecting users to add to a course.

Removing Users

On the Users Page (figure 2) leave the name field blank and click Go to list the users in the course. Click on the Checkbox on the left to select user to be removed and then click on the Remove Users from Course button. Click OK when asked to confirm removal.