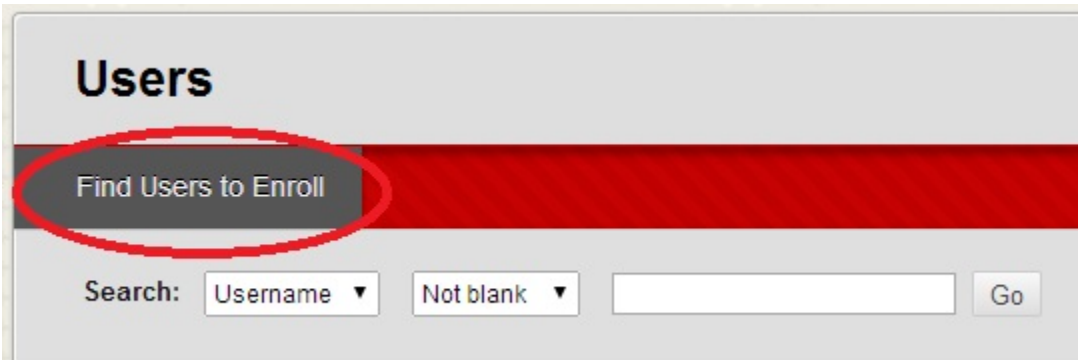


# How to add a user to your Blackboard Course:

Locate **Users and Groups** under Organization Management on the left side of your course page and **click on Users**.



To the right it will load the Users page. Above the search option there is a button called **Find Users to Enroll**. Click on button.



From here proceed with the following steps:

1. Type in my username: tdoescher2
2. Select Role as Course Builder (otherwise I cannot edit your course page to add reserves)
3. Press the Submit button

\* Indicates a required field.

Cancel Submit

## ENROLL USERS

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

\* Username **1**

Role  
Enrollment Availability

**2**

- Student
- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest

Click **Submit** to proceed. Click **Cancel** to go back.

**3**

Cancel Submit