

## Adding Students to your course site

All students are automatically enrolled into your course. If you have a student who has added your class after the official add/drop period you will have to add them manually to your course site.

1. Obtain a copy of your course roster through normal means.
2. Log into Blackboard and enter your course site.
3. Click on the **CONTROL PANEL** link located on the left hand side of your course site under the course menu.
4. Find the User Management section and select the **ENROLL USER** link.
5. You will be presented with a search box. Enter your student's last name or username and click the **SEARCH** button.
6. Locate your student in the list of names.
7. Click on the **ADD** box next to the student's name.
8. Click the **SUBMIT** button.

### **How to change the user role from student to: Course Builder, Grader, Guest, Instructor, or Teacher's Assistant.**

\*note the user must be added to the course first as a student then the course role can be modified.

1. Navigate back to the **CONTROL PANEL** of your course site.
2. Find the User Management section and select the **LIST/MODIFY USERS** link.
3. You will be presented with a search box. Enter your student's last name or username and click the **SEARCH** button.
4. Locate your student in the list of names.
5. Click the **PROPERTIES** button on the right hand side of the screen.
6. Select the appropriate user role.
7. Click the **SUBMIT** button on the bottom of the screen.