Enrolling Users and Changing User Roles in Blackboard

You may enroll any user in your course that has a Blackboard account.

Step 1: Enroll the User

- 1. Go to the Control Panel of the course you want to enroll a user in
- 2. Click on Enroll User (located under User Management on the top right hand side of the Control Panel)
- 3. Type the user's last name in the Search Box and click Search (not case sensitive)

Note: If the user is already enrolled in the course, or doesn't have a Blackboard account, you will receive the message "No user matching the search criteria was found"

- 4. Put a check in the Add box to the left of the user's name to add the user to your course
- Click Submit, then click OK Note: The user is enrolled in your course as a student. To change the user role, go to Step 2.

Step 2: Change the User's Role

- 1. Go to the control panel of the course you want to change the user's role
- 2. Click List/Modify Users (located under User Management on the top right hand side)
- 3. Type the user's last name in the Search Box and click Search
- 4. Click Properties
- 5. Go to Step #4 to change the Role and Availability
- 6. Availability should be set to Yes
- 7. Click Submit, then click OK

Types of Blackboard Access:

Guest: Extremely limited view. Users can only see selected content, and very little of that. Very difficult to configure Guest settings correctly.

Student: Allows user to see what any other student would see (e.g. Discussion Board postings, but not students' grades).

Grader: Allows user to see all content and view/modify grades. Graders are not able to modify any course content

Course Builder: would not be able to view or change grades, but could add/delete course content.

Instructor or Teaching Assistant: Full access to the course.

Repeat this process to add other users/change user's roles in your courses as needed.