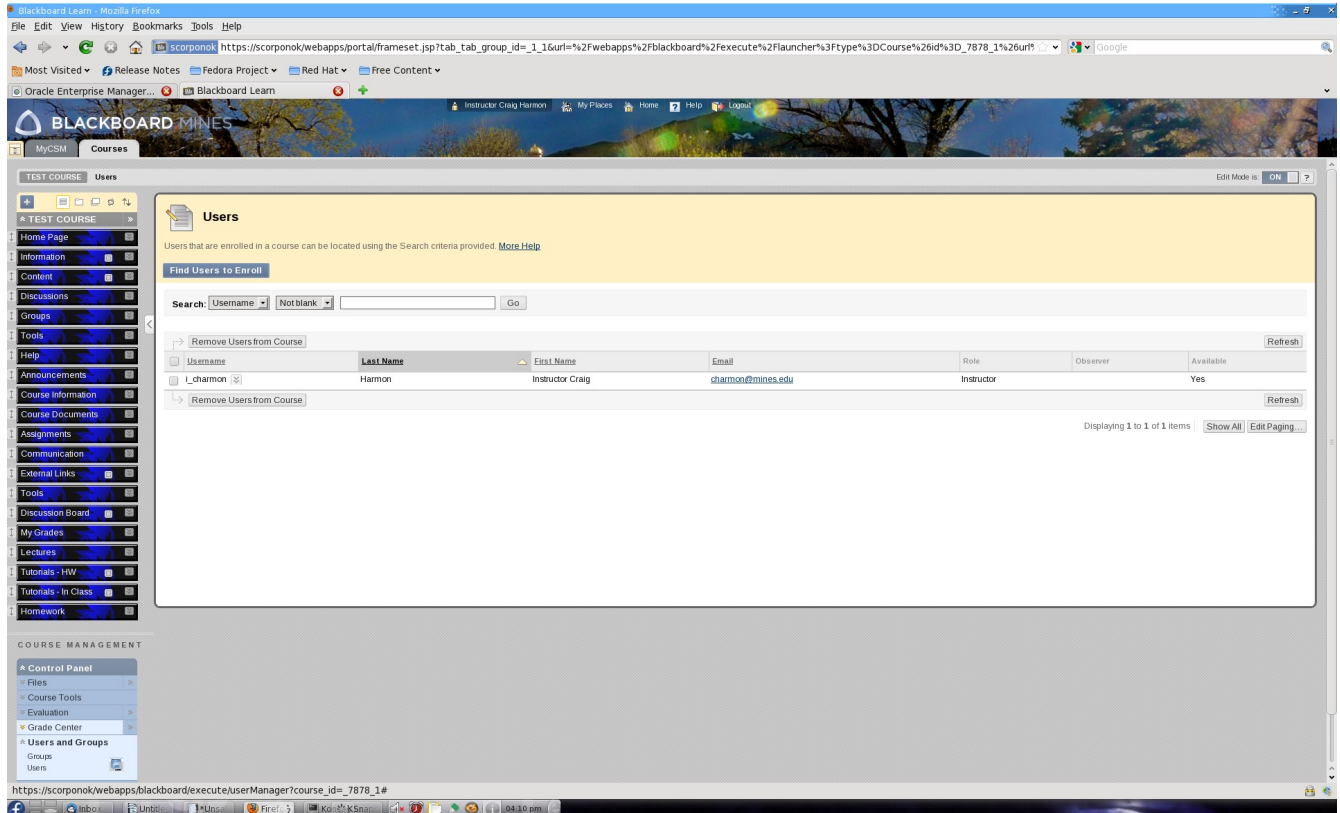


## Adding other instructors, TAs, course builder, graders or students

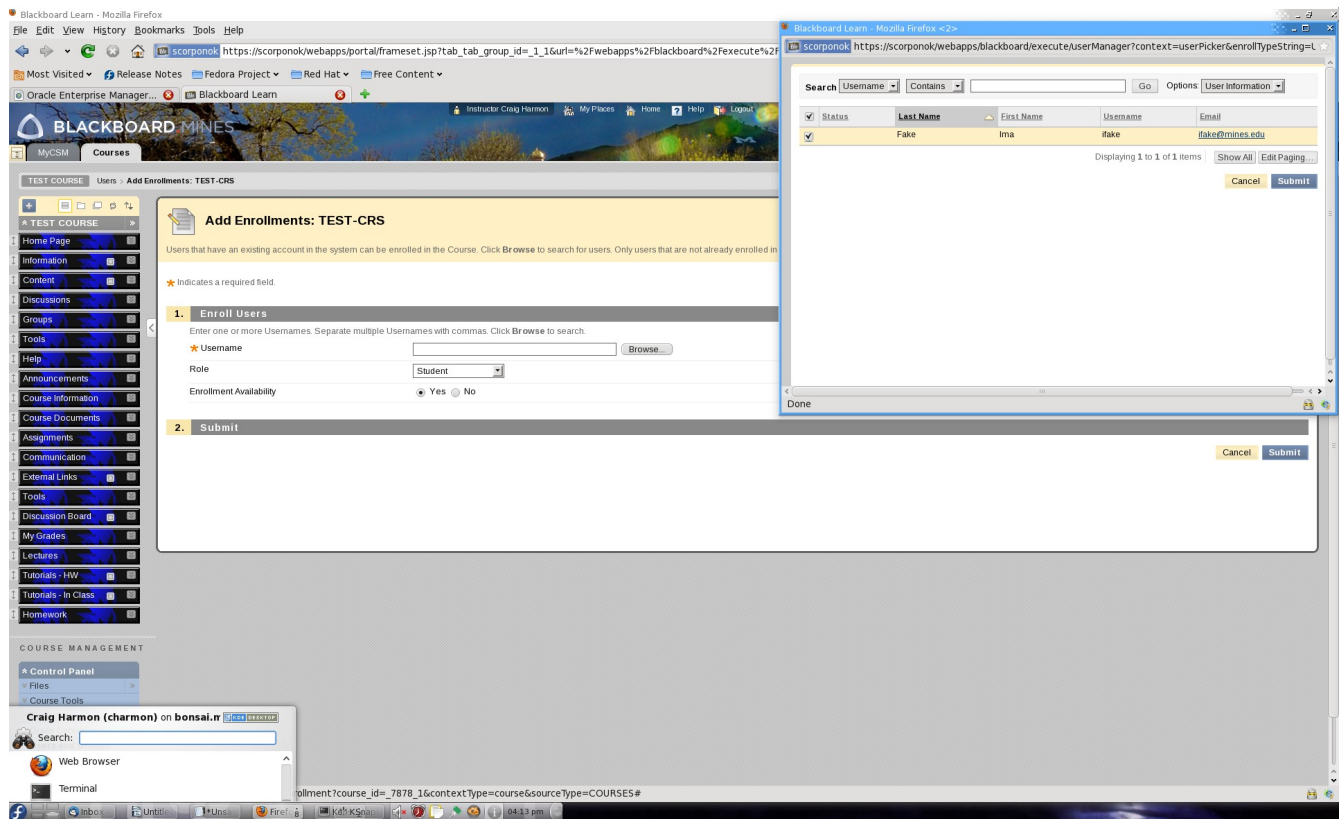
Go to your course, Control Panel -> Users and Groups -> Users.



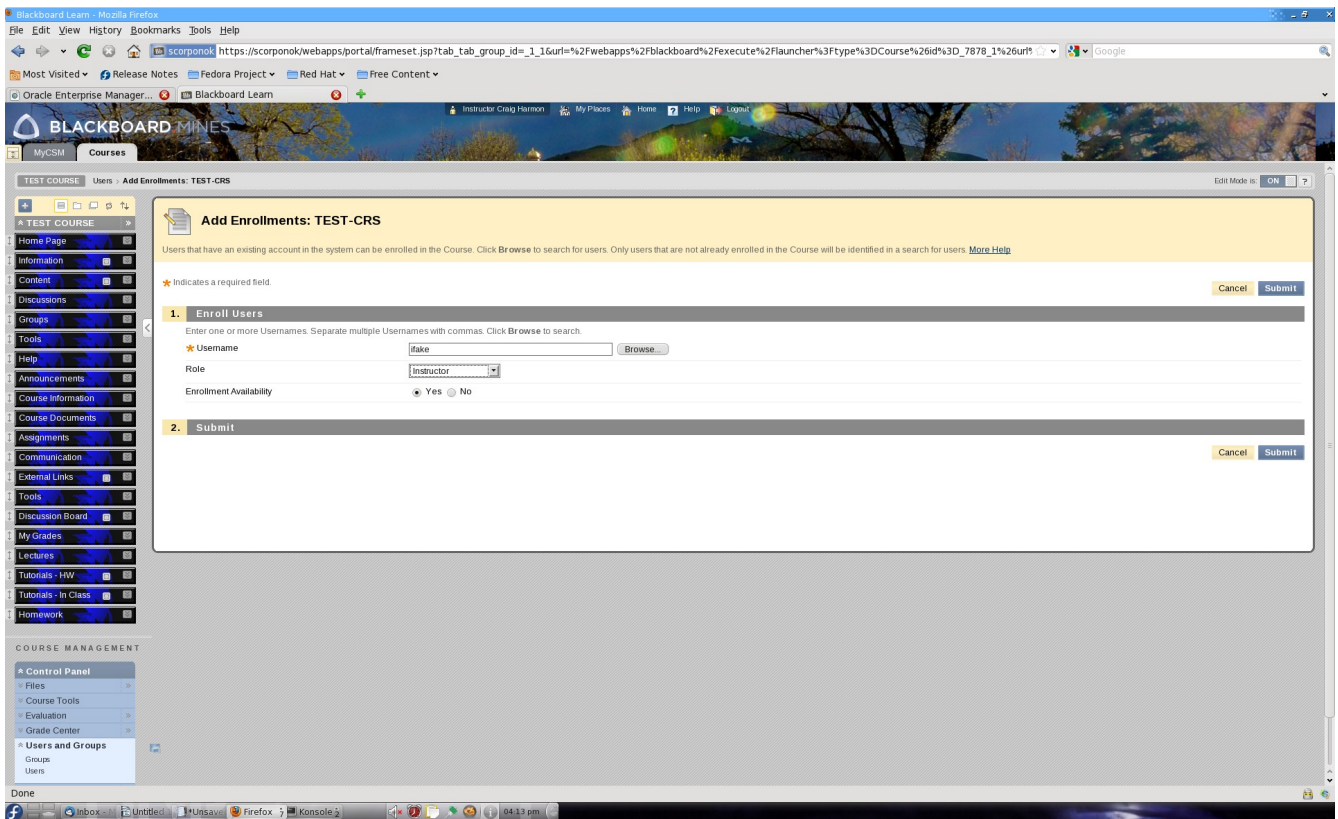
The screenshot shows the Blackboard 'Users' management page. The page title is 'Users' and it includes a search bar with the text 'Find Users to Enroll'. Below the search bar is a table listing users enrolled in the course. The table has columns for Username, Last Name, First Name, Email, Role, Observer, and Available. One user is listed: 'l\_charmon' with Last Name 'Harmon', First Name 'Instructor Craig', Email 'ccharmon@mines.edu', Role 'Instructor', Observer 'Yes', and Available 'Yes'. The page also features a left-hand navigation menu with options like Home Page, Information, Content, Discussions, Groups, Tools, Help, Announcements, Course Information, Course Documents, Assignments, Communication, External Links, Tools, Discussion Board, My Grades, Lectures, Tutorials - In Class, and Homework. The bottom of the page shows the URL 'https://scorponok/webapps/blackboard/execute/userManager?course\_id=7878\_1#' and the system tray with the time '04:10 pm'.

Username	Last Name	First Name	Email	Role	Observer	Available
l_charmon	Harmon	Instructor Craig	ccharmon@mines.edu	Instructor	Yes	Yes

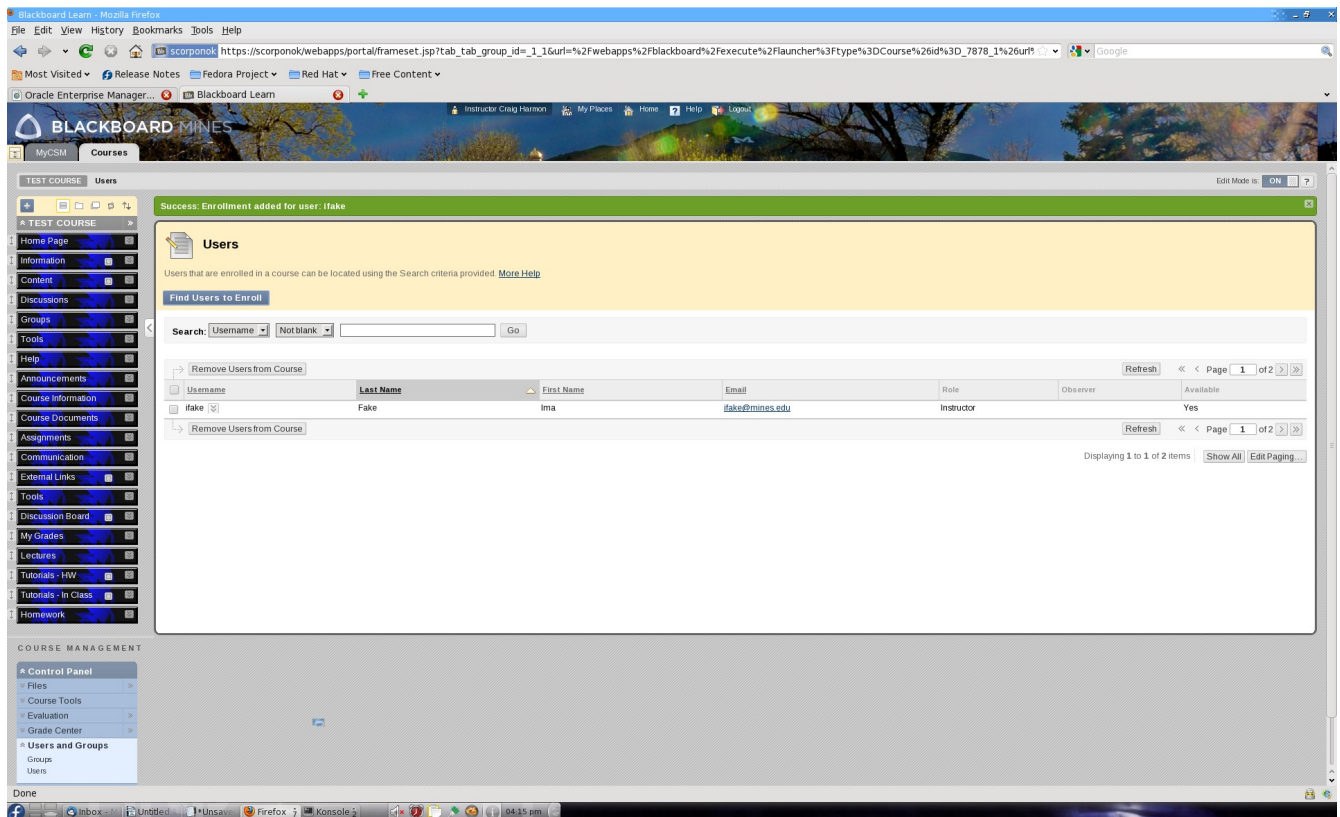
Click the 'Find Users to Enroll' button.



If you don't know the username use the 'Browse' button to open up the search window. You can search on username, first or last name or email. When you find who your looking for check the box next to the username and then 'Submit'.



The default role is student, use the role drop down to change to instructor, TA, course builder, grader or guest if needed and then 'Submit' again.



The green bar at top indicates success.

Alternately, if someone is already enrolled and you want to change their role use the drop down next to their name to change the role or remove them from the course.

**NOTE:** removing a student from a course also remove any data associated with that username, so you want to be sure about this before you do it. It may be better to disable them if there is a chance they or you may need anything associated with that user at a latter time.

Blackboard Learn - Mozilla Firefox  
File Edit View History Bookmarks Tools Help  
https://scorponok/webapps/portal/frameset.jsp?tab\_group\_id=1\_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D\_7878\_1%26url%3D%2F...  
Most Visited Release Notes Fedora Project Red Hat Free Content  
Oracle Enterprise Manager... Blackboard Learn  
BLACKBOARD MINES  
MyCSM Courses  
TEST COURSE Users Edit Mode is ON

Users  
Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

Find Users to Enroll  
Search: Username Notblank Go

Remove Users from Course Refresh Page 1 of 2

Username	Last Name	First Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/>	fake	ima	fake@mines.edu	Instructor		Yes

Remove Users from Course Refresh Page 1 of 2  
Displaying 1 to 1 of 2 items Show All Edit Paging...

Remove Users from Course  
Edit  
Change User's Role in Course  
Change User's Availability in Course  
Remove Users from Course

COURSE MANAGEMENT  
Control Panel  
Files  
Course Tools  
Evaluation  
Grade Center  
Users and Groups  
Groups  
Users

Done  
Inbox Unlabeled Unsaved Firefox Konsole 04:24 pm