

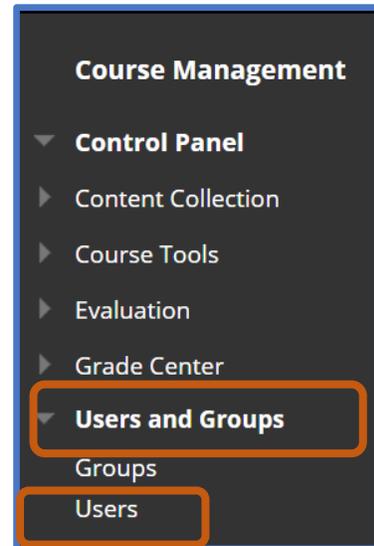
# Blackboard Learn

## How to Enroll a User in your Course

*This document is for learning how to add a user to your course. It is only for finding users within the NIC Blackboard Learn system, for example another faculty member or a librarian.*

### Enrolling a User in your Course (Adding another Instructor or a Librarian)

1. On the **Control Panel**, expand the **Users and Groups** section



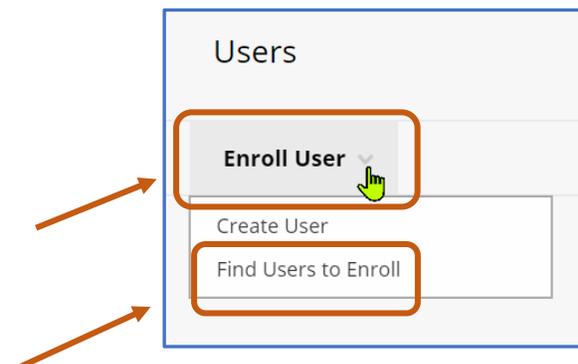
2. Select **Users**.

3. On the **Users** page

a. Access the **Enroll User** menu

b. Select **Find Users to Enroll**.

c. **DO NOT** select **Create User**



4. Type a **username** or select **Browse** to search for users.

5. Only users that are not already enrolled in your course will be identified in a search for users.

6. Select or type as many usernames as needed.

Separate multiple usernames with commas.

\* Indicates a required field.

### ENROLL USERS

\* Username

Role

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

Enrollment Availability

7. Select a **Role** for the users. This can be changed later.

8. Select **Submit**

If you chose '**Browse**' you can search for users by first name, last name, or email.

### Users

Search

- Username
- Username**
- First Name
- Last Name
- Email