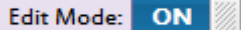


How to Enroll a Student In Your Blackboard course

1. Sign onto Blackboard Learn and access your course (blackboard.msj.edu)

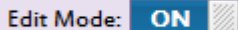


Edit Mode: ON

1. Ensure the edit mode switch is on
2. In the **Control Panel** area, click on "**Users and Groups**" to expand the Users and Groups folder.
3. Click on "**Users**".
4. Click "**Find Users to Enroll**".
5. In the "**Username**" field type username(s) {lastnamefirstname— Student official name as one single word all lowercase, without spaces of the students you want to enroll, separated by commas and without spaces. For example: doejohn,doejane. NOTE: You can search for the student's official name by clicking the "**Browse**" button. In the pop up window, type in the last name of the student and then click "**Go.**" Check the checkbox for the desired student and then click "**Submit**" to close the pop up window.
6. Ensure that the **Role** textbox reads "**Student**".
7. If you want these users to access the course immediately, leave the **Enrollment Availability** set to "**Yes**", if not, select the radio button for "**No**".
8. Click the "**Submit**" command button.

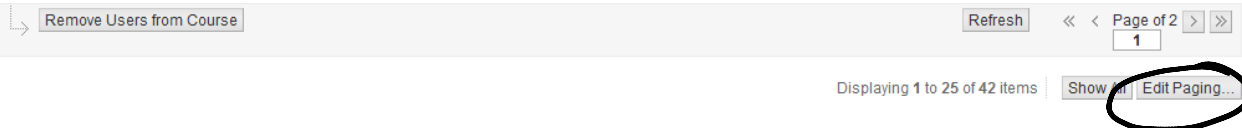
How to Remove a Student From Your Blackboard course

1. Sign onto Blackboard Learn and access your course (blackboard.msj.edu)



Edit Mode: ON

2. Ensure the edit mode switch is on
3. In the **Control Panel** area, click on "**Users and Groups**" to expand the Users and Groups folder
4. Click on "**Users**"
5. Be sure to select the "Edit Paging" display option (see image below).



6. Select the checkbox to the left of the student(s) you wish to remove.
7. Click "**Remove Users from Course**".
8. Click the "**Submit**" command button.