

How to Manage Students: Table of Contents

to view the enrollments in your course.....	1
to add/remove students in Blackboard Learn	1

How to view the enrollments in your course

1. Login to Blackboard Learn at <://blackboard.msj>.
2. In the control panel area click on "Users and Groups" to expand that folder
3. Click "Users"
4. On the **Users** page where it reads **Search: Username-- Starts with**, click the drop down arrow for "Starts with" and change select "Not Blank", then hit "Go" to display all the enrollments for your course.

How to add/remove students in Blackboard Learn

To add students to your course, follow these steps:

1. Sign onto Blackboard Learn and access your course
2. Ensure the edit mode switch is **on**
3. In the control panel area click on "Users and Groups" to expand that folder
4. Click on "Users"
5. Hover over the "Enroll User" button and click on "Find Users to Enroll" from the drop down box that appears
6. In the "Username" field type the learning system ID/usernames of the students you want to add, separated by commas. For example: DoeJohn, DoeJane If you do not know the student's username/learning system ID, click the "Browse" button and enter the students last name in the search field in the new pop up window, then click "Go", select the check box to the left of the student you wish to enroll to close the pop up window and return to Blackboard.
7. Ensure that the role reads "Student"
8. 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"
9. Click "Submit"

Note: To add a faculty member or Teacher Assistant to your course select the appropriate role (i.e. instructor, teaching assistant) from the drop down button in step 7

To remove students from your course, follow these steps:

1. Sign onto Blackboard Learn and access your course
2. Ensure the edit mode switch is **on**
3. In the control panel area click on "Users and Groups" to expand that folder
4. Click on "Users"

5. Where it says Search: Username, then Contains/Equal to/Starts With/Not Blank..select the drop down arrow next to " Contains/Equal to/Starts With/Not Blank " and select "Not Blank" to view the course roster
6. Select the checkbox to the left of the student(s) you wish to remove
7. Click "Remove Users from Course" 8/4/2014