

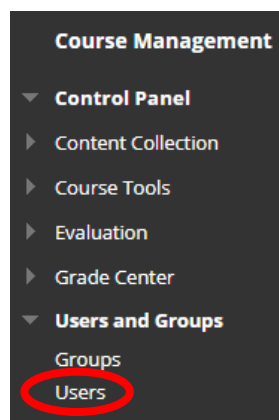
# Blackboard "How To's"

## Enrolling Users

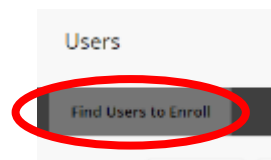
All CPSB faculty and staff have been assigned Blackboard Accounts if an email account has been established. To enroll users, you must have the role of instructor within a Blackboard site or course and must have taken BB201 to have enroll rights.

### To enroll a user:

Log into Blackboard and go to your class or school Blackboard course. In the **Control Panel**, click **Users and Groups**. Select **Users**.



Click **Find Users to Enroll** at the top left.



Enter a username or click **Browse** to search for a name.

ENROLL USERS

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

\* Username

Role

Enrollment Availability  Yes  No

Click **Submit**.

