



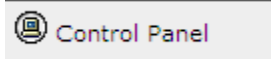
Enrolling Students into a Course

Blackboard Basic 7.0

INFORMATION SYSTEMS & SERVICES

ENROLLING STUDENTS

1. To enroll students into a course you must be an instructor of the course. This role is typically assigned when the course is created.
2. Select **Control Panel** from the left navigation menu of your course. This will take you to the Control Panel section of your course. If the Control Panel does not appear, you are not an instructor in the particular course.



3. Select **Enroll User** from the Control Panel options.

Enroll User

4. There are several options that can be used to enroll a student into a Blackboard course. You can **Search** for user by last name, username, or email address. If you only know a partial spelling of a last name you can use the **Starts With** option. Finally, you can **List All**, to list all users within Blackboard.
5. Input your search criteria and select the **Search** button to begin your search. Below the search box, a list of possible users will appear.

6. Place a checkmark in the box beside the student's name of whom you wish to enroll.

<u>Add</u>	<u>Name</u>
<input checked="" type="checkbox"/>	Hodges, D

7. Select the **Submit** button to enroll the student.



8. If enroll more students click your browser's back button to return to the search box. Continue with steps 5 through 7.
9. If you are finished enrolling students, select the **OK** button to return to the control panel.

For questions or comments or if a student does not appear when you attempt to enroll them, please contact instructional technology at 3807 or instruction@berea.edu for assistance.