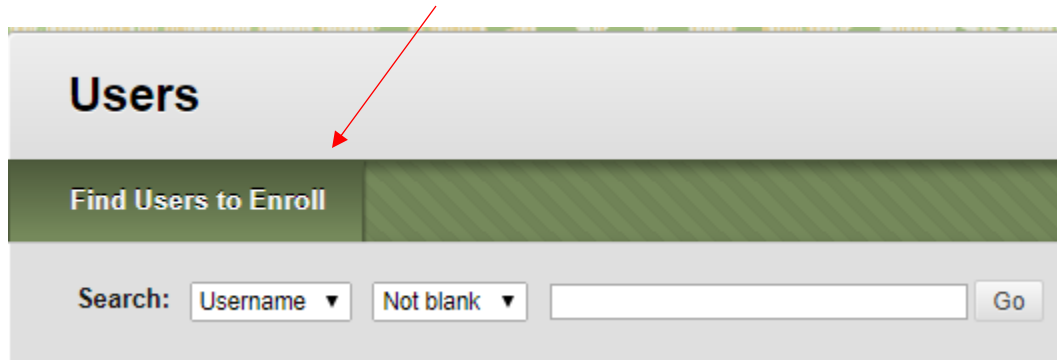


Enrolling Bb Ambassadors

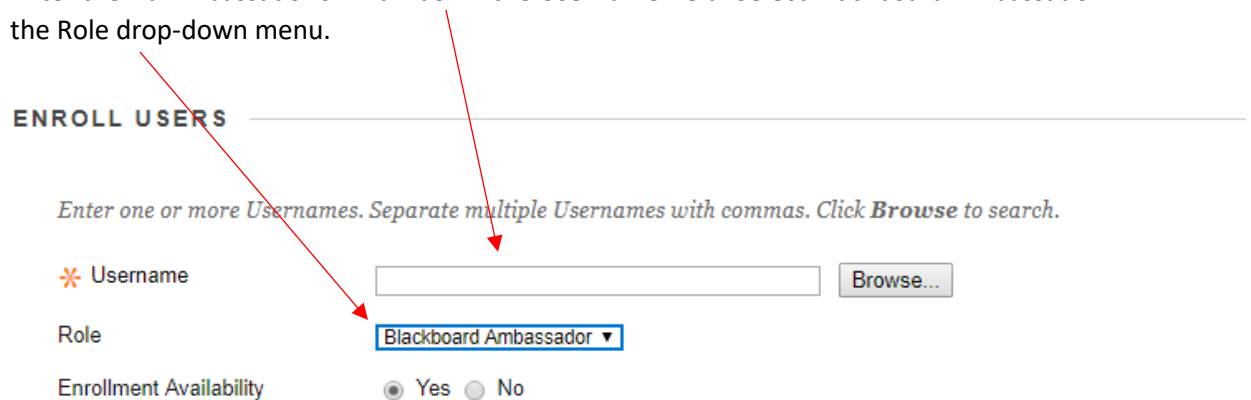
First thing that will make this process easy for you is to have the students MCC ID number (otherwise known as the A#).

- Go to the Control Panel of your course (left margin, below the main course menu)
- Locate the “Users and Groups” section and click on Users
- On the user page you will see a list of students that are already enrolled in your course and above the list there will be a “Find Users to Enroll” button.



The screenshot shows the 'Users' section of a Blackboard course control panel. At the top, the word 'Users' is displayed in a large, bold font. Below it, there is a green button labeled 'Find Users to Enroll'. Underneath the button, there is a search section with the label 'Search:'. To the right of the label are two dropdown menus: the first is set to 'Username' and the second is set to 'Not blank'. To the right of these dropdowns is a text input field, and to the right of that is a 'Go' button. A red arrow points from the top of the page down to the 'Find Users to Enroll' button.

- Enter the Bb Ambassador's A number in the Username field. Select Blackboard Ambassador in the Role drop-down menu.



The screenshot shows the 'ENROLL USERS' form. At the top, the text 'ENROLL USERS' is displayed in a bold font. Below it, there is a line of text that reads: 'Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.' Below this text, there are three rows of form elements. The first row is labeled 'Username' with an orange asterisk icon to its left. It contains a text input field and a 'Browse...' button. The second row is labeled 'Role' and contains a dropdown menu with 'Blackboard Ambassador' selected. The third row is labeled 'Enrollment Availability' and contains two radio buttons: 'Yes' (which is selected) and 'No'. Two red arrows point from the text above to the 'Username' field and the 'Role' dropdown menu.

- Click the Submit button.