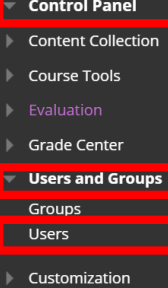


Enroll Users (Co-Instructor or Blackboard Ambassador) in your course:

1. In your Blackboard Course, under CONTROL PANEL, access USERS AND GROUPS
2. Click on USERS
3. IN the new panel, click on ENROLL USER
4. Click on FIND USERS TO ENROLL



The screenshot shows the Canvas LMS interface. On the left is a dark navigation menu with the following items: **Course Management**, **Control Panel**, Content Collection, Course Tools, Evaluation, Grade Center, **Users and Groups**, Groups, Users, Customization, Packages and Utilities, and Help. Red boxes highlight 'Control Panel', 'Users and Groups', and 'Users'. To the right of the menu are large red numbers '1' and '2'. The main content area shows the 'Users' page with a red box around the 'Enroll User' button and another red box around the 'Find Users to Enroll' link. To the right of the main content are large red numbers '3' and '4'.

Course Management

1

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Users and Groups

2

Groups

Users

Customization

Packages and Utilities

Help

Users

3

Enroll User

4

Create User

Find Users to Enroll

5. Add the user ID for instructors, or the A00 number for student in the USERNAME BOX
6. From ROLE, click the drop down arrow
7. Choose the role (**co-instructor** for **faculty**, **Blackboard Ambassador** for **student**)

* Indicates a required field.

ENROLL USERS

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

* Username

Browse...

5

Role

Student

▼

Instructor2

Embedded Tutor

Blackboard Ambassador

Instructor

Co-Instructor

Course Builder

Guest Student

Guest

Facilitator

SI Leaders

Student

6

Enrollment Availability

Availability Override Date

7

...on an unavailable course or term until the date you choose. This action will override previous course or term date settings.

Click **Submit** to proceed.

Cancel

Submit

8

9. You will get a Confirmation notification

Success: Enrollment added for user: sheep

Users

Enroll User

Batch Enroll Users

Search:

Username

Contains

loghind

Go