

# Enroll a User in your Blackboard Course

## Introduction

This handout explains how to enroll a TA, an auditing student, or guest into your course.

## Caution

For persons with no UNCG account, please see your Instructional Technology Consultant.

## To enroll

1. In the Control Panel, click Users and Groups.
2. Select Users.
3. Click 'Find Users to Enroll.'

Username	First Name	Last Name	Email	Role
nichase	Paul	Chase	nichase@uncg.edu	Student

4. Enter the username in the box. If you do not know the username, you may find it more easily in iSpartan (This is particularly true with common names.).
5. Select the role from the drop down menu and click Submit.

1. Enroll Users

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

1. Type username.

1a. If username is unknown, click Browse to locate.

2. Assign role.

2. Submit