Enrolling Users and Changing User Roles in Blackboard

You may enroll **any user** in your course **that has a Blackboard account**.

Step 1: Enroll the User
1. Go to the Control Panel of the course you want to enroll a user in
2. Click on Enroll User (located under User Management on the top right hand side of the Control Panel)
3. Type the user's last name in the Search Box and click Search (not case sensitive)
   Note: If the user is already enrolled in the course, or doesn't have a Blackboard account, you will receive the message "No user matching the search criteria was found"
4. Put a check in the Add box to the left of the user's name to add the user to your course
5. Click Submit, then click OK
   Note: The user is enrolled in your course as a student. To change the user role, go to Step 2.

Step 2: Change the User's Role
1. Go to the control panel of the course you want to change the user's role
2. Click List/Modify Users (located under User Management on the top right hand side)
3. Type the user's last name in the Search Box and click Search
4. Click Properties
5. Go to Step #4 to change the Role and Availability
6. Availability should be set to Yes
7. Click Submit, then click OK

Types of Blackboard Access:

Guest: Extremely limited view. Users can only see selected content, and very little of that. Very difficult to configure Guest settings correctly.

Student: Allows user to see what any other student would see (e.g. Discussion Board postings, but not students' grades).

Grader: Allows user to see all content and view/modify grades. Graders are not able to modify any course content

Course Builder: would not be able to view or change grades, but could add/delete course content.

Instructor or Teaching Assistant: Full access to the course.

Repeat this process to add other users/change user's roles in your courses as needed.