

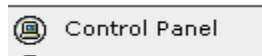
ADD / DELETE USERS ON BLACKBOARD

1. ADD USER:

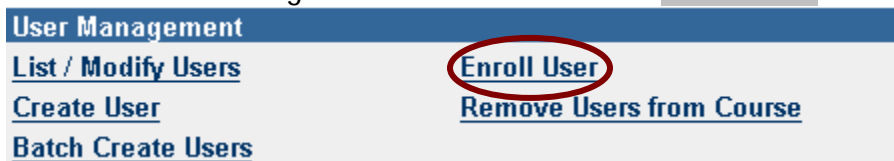
In order to add users to your Blackboard course make sure the following steps are in place:

1. You must be an Instructor (with privilege to add students)
2. Go to your Blackboard course

3. Select: Control Panel



4. Under User management section... Select: **Enroll User**



5. Type: user last name....then select Search button



6. Select user **check box**... then click **Submit** button to complete the process

1 users located.

Displaying records 1-1.

<u>Add</u>	<u>Name</u>	<u>Username</u>	<u>Email</u>
<input checked="" type="checkbox"/>	issa, issa	issa	issa@tlu.edu



7. Follow the same steps to add other students / or users

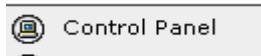
[\[Back to top\]](#)

2. DELETE USER:

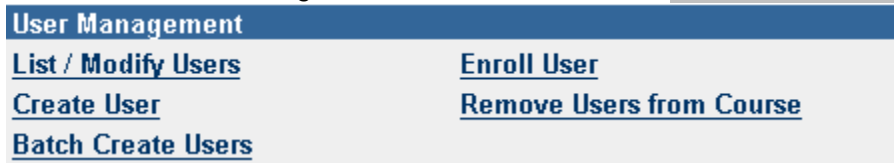
1. You must be an Instructor (with privilege to add students)

2. Go to your Blackboard course

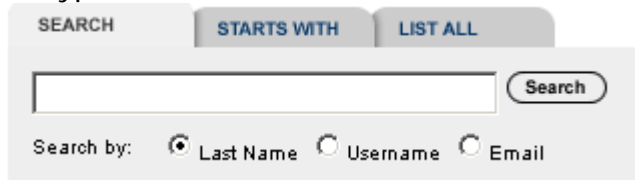
3. Select: Control Panel



4. Under User management section... Select: Remove Users from Course



5. Type: user last name....then select Search button



6. Select user check box... then type Yes before Submitting the process

<u>Remove</u>	<u>Name</u>	<u>Username</u>	<u>Email</u>
<input checked="" type="checkbox"/>	issa, issa	issa	issa@tlu.edu

Type the word **Yes**.
Click **Submit** to remove selected items.

7. Follow the same steps to delete other students / users [\[Back to top\]](#)