



Blackboard

How to Add an User

1. From the control panel>users and groups option, select users.

COURSE MANAGEMENT

Control Panel

Course Tools

Course Links

Evaluation

Users and Groups

Groups

Users 

3. If you know the person's USF Net ID, you can enter it here, otherwise, click Browse.

 **Submit** **Cancel**

 Indicates a required field.

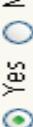
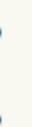
1. ENROLL USERS

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

 **Browse...**

Username 

Role  Student

Enrollment Availability  Yes  No

2. To enroll students or faculty, click the "Enroll User" button.



Users that are enrolled in a course can be located u:

Enroll User 

Search: USF NetID  Starts with 