

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

Control Danel		Users
Course Tools		
Course Links		Users that are enrolled in a course can be locate
Evaluation	*	Enroll User
Users and Groups Groups Users		Search: USF NetID Starts with
★ Indicates a required f	ield.	Cancel <b>Submit</b>
<ul> <li>Indicates a required f</li> <li>ENROLL USER</li> </ul>	ield. S	Cancel <b>Submit</b>
<ul> <li>Indicates a required f</li> <li>ENROLL USER</li> <li>Enter one or more</li> </ul>	ield. S Usernames. Separate multip	Cancel <b>Submit</b> le Usernames with commas. Click <b>Browse</b> to search.
<ul> <li>Indicates a required f</li> <li>ENROLL USER</li> <li>Enter one or more</li> <li>Username</li> </ul>	ield. S Usernames. Separate multip	Cancel Submit le Usernames with commas. Click Browse to search. Browse
<ul> <li>Indicates a required f</li> <li>ENROLL USER</li> <li>Enter one or more</li> <li>Username</li> <li>Role</li> </ul>	ield. S Usernames. Separate multip	Cancel       Submit         le Usernames with commas. Click Browse to search.       Image: Click Browse to search.         Browse       Image: Click Browse to search.         3. If you know the person's USF Net ID, you can enter it here, otherwise, click

**2**. To enroll students or faculty, click the

"Enroll User" button.





4. From the search drop downlist select "Last Name."

-From the second box, select Contains, if you are not sure of the full name or Equal to, if you have the full exact name of the user you are adding.

-Enter the individual's name in the text field and click Go

Search Last Nan	ne 🧃	2nd Contains D Te>	kt Field	Options: User I
		cont.		<pre></pre>
Status	<u>Last Name</u>	First Name.	USF NetID	Official USF E-mail
	Martin	Charles	cymartin	cymartin@mail.usf.edu
				Submit
Check the b Search Last Name	ox that corr	responds to the	user's name. C	Options: User Information 🗸
Check the b Search Last Name	ox that corr	tains	user's name. C	Click the Submit button Options: User Information
Check the b Search Last Name	ox that corr Cont	tains           First Name	USF NetID	Click the Submit button Options: User Information • ( < Page 1 of 18 > >> fficial USF E-mail
Check the b Search Last Name	ox that corr Cont	tains           First Name         Charles	USE NetID 0 cymartin 0	Click the Submit butto Options: User Information • ( < Page 1 of 18 > > <u>fficial USF E-mail</u> <u>ymartin@mail.usf.edu</u>

## Blackboard How to Add an User

## 6. From the Role drop-down list, indicate the user's role in the course.

ndicates a required	field.		Cancel
ENROLL USE	RS		
Enter one or mor search.	e Usernames. Separate i	multiple Username	s with commas. Click <b>Br</b>
🛧 Username	rjmathew		Browse
Role	Student 🗸		
Enrollment Availability	Instructor T. A. Course Builder		
SUBMIT	Grader		

## 7. Click "Submit" to complete the enrollment.

multiple Usernan	nes with co	mmas. Click	Browse t	o search.	
	muttiple osernan	muttiple Osernames with co	Browse.	Browse	Browse

