

## Adding users to a course

### How to manually add students or staff to your Blackboard course

Students enrolled on a Course or Module in Unit-e (the University's student records system) will automatically be enrolled in the appropriate Blackboard course overnight.

*Students are added to Blackboard Programmes when they are Provisional, but must be Mail-Web or Active in order to be added to Modules.*

There may be times when you may need to manually add users to your courses

- when you want to add a member of staff as an Instructor
- when you need to add an external examiner

Manually adding students from one course to another is also an option where you are running a single Blackboard course for students from more than one course code (e.g. where full-timers and part-timers are taught together). But in this case the preferred option is now for a Blackboard administrator to merge the course enrolments – please contact the IT Service Desk.

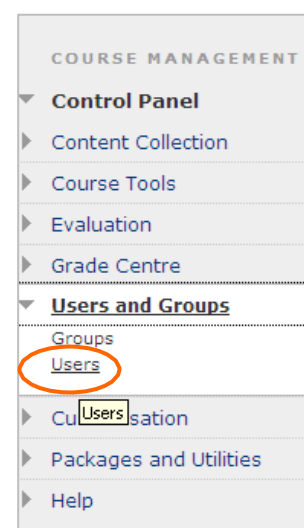
#### **Please note**

It is possible to manually add students to your courses. But it is important to remember that a manual Blackboard enrolment does not remove the need to ensure that all students are correctly enrolled in Unit-e. Incomplete and inaccurate enrolment data in Unit-e will have a serious adverse effect on University funding, and affect students' ability to successfully complete their programme of study.

We have changed our terminology in Blackboard – so that “Enrol User” has been replaced by “Add User” – to reinforce this distinction.

#### **How to do it**

Go to **Control Panel > Users and Groups > Users**



Click on  
**Find Users to Enrol**

**Users**

**Find Users to Enrol**

Search: Username Not blank  Go

If you know the user's Blackboard username enter it in the **Username** box on the screen which appears.

\* Indicates a required field.

**1. Enrol Users**

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

\* Username  **Browse...**

Role

Enrolment Availability  Yes  No

**2. Submit**

Click **Submit** to proceed. Click **Cancel** to quit.

For students, the Blackboard username is always the same as their student number.

For staff, the Blackboard username should now be the same as their network / webmail username – based on their first and last name (e.g. for Fred Bloggs, the username should be blogfre, although you may find some staff with an older style such as bloggsf)

If you don't know their username, click on **Browse** to find them.

N.B. The email address for any member of UWL staff will end @uwl.ac.uk  
Never enrol a user as Instructor if their email address ends in @student.uwl.ac.uk

By default, new users will be added to the course as students, but you can select Instructor or other roles from the **Role** drop-down list.

Roles available to select are:

***Student***

this is the default role; no access to the Control Panel

**Guest**

limited access to the course – e.g. no access to course tools or communication

**Instructor**

full rights to manage all aspects of the course

**Teaching Assistant**

fewer rights than an Instructor, but access to most parts of the Control Panel

**Course Builder**

access to most parts of the Control Panel, but not to the Grade Centre

**Marker**

access to some parts of the Control Panel, principally the Grade Centre.

No ability to upload or organise content.

This role is suitable for External Examiners.

Please note that the precise permissions associated with these roles are subject to change from time to time.

When done, [Submit](#).

## Further help

If you have any further queries or concerns, please contact TEL

### TEL support for staff is provided by the TEL Team in INSTIL.

We provide support, guidance and training for staff using **Blackboard, Turnitin, UWL Replay, Poll Everywhere, PebblePad** and **Xerte**. We can also advise on the use of other technologies in learning, teaching and assessment.

- > Phone: x4455 (or 020 8209 4455)
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TEL Support is available 9:00-5:00, Monday to Friday.