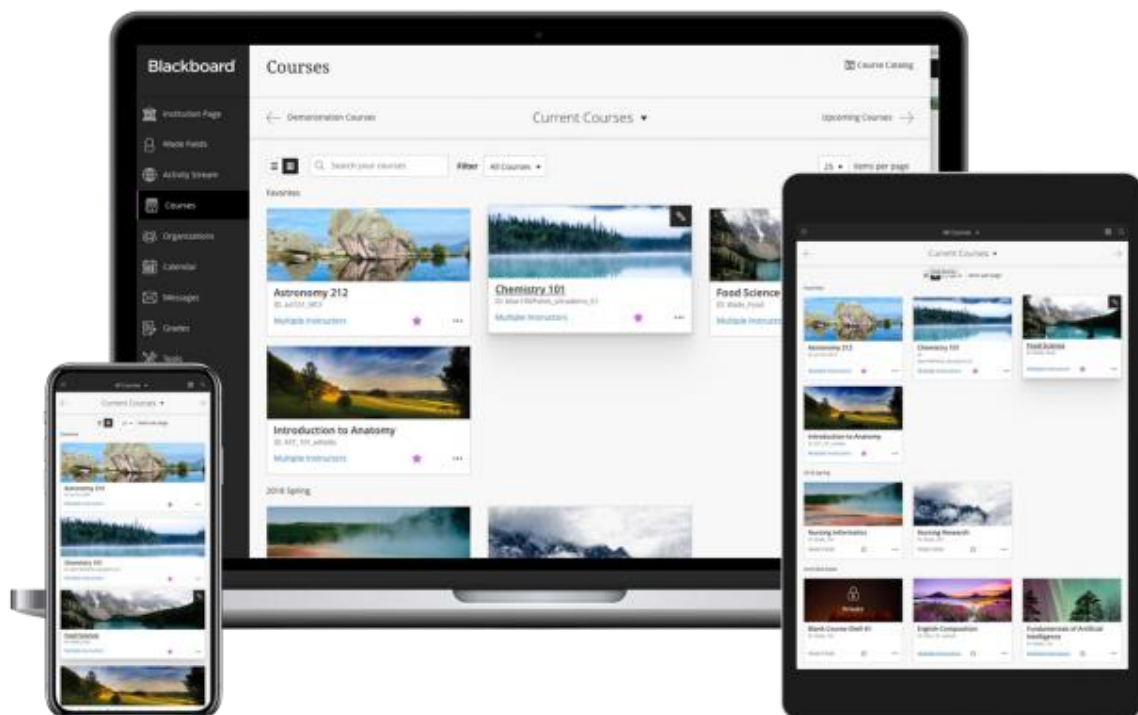
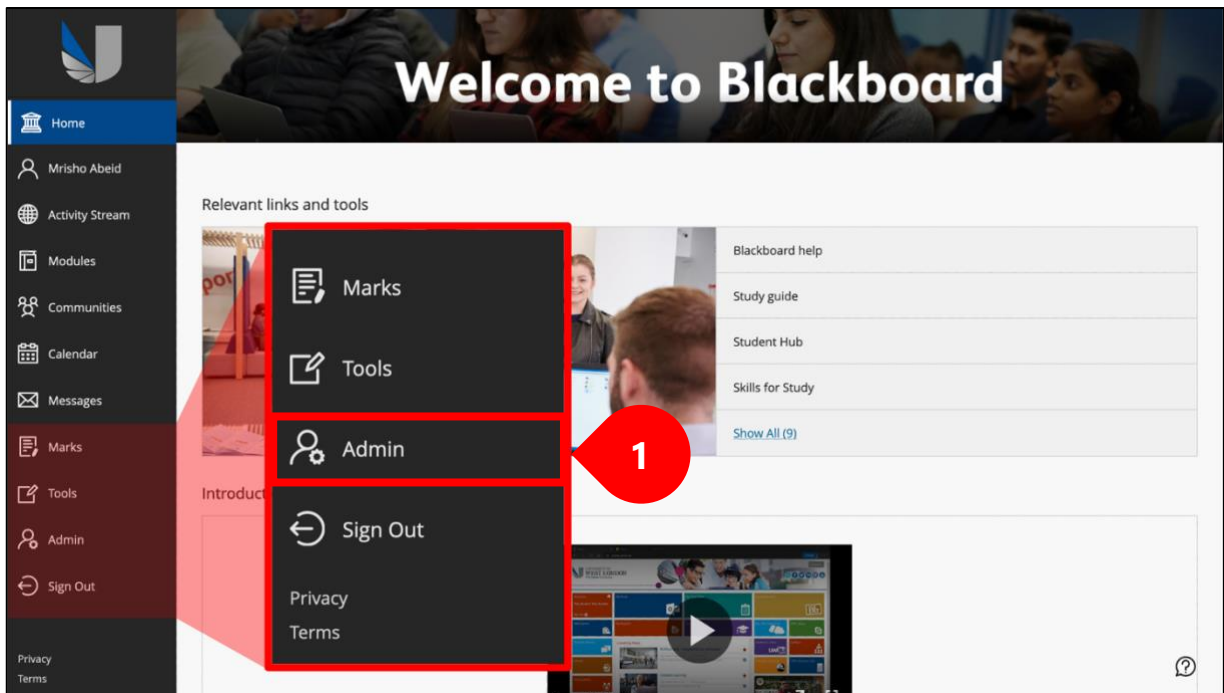


# BLACKBOARD: ACCESS TO ADMIN/SYSDADMIN

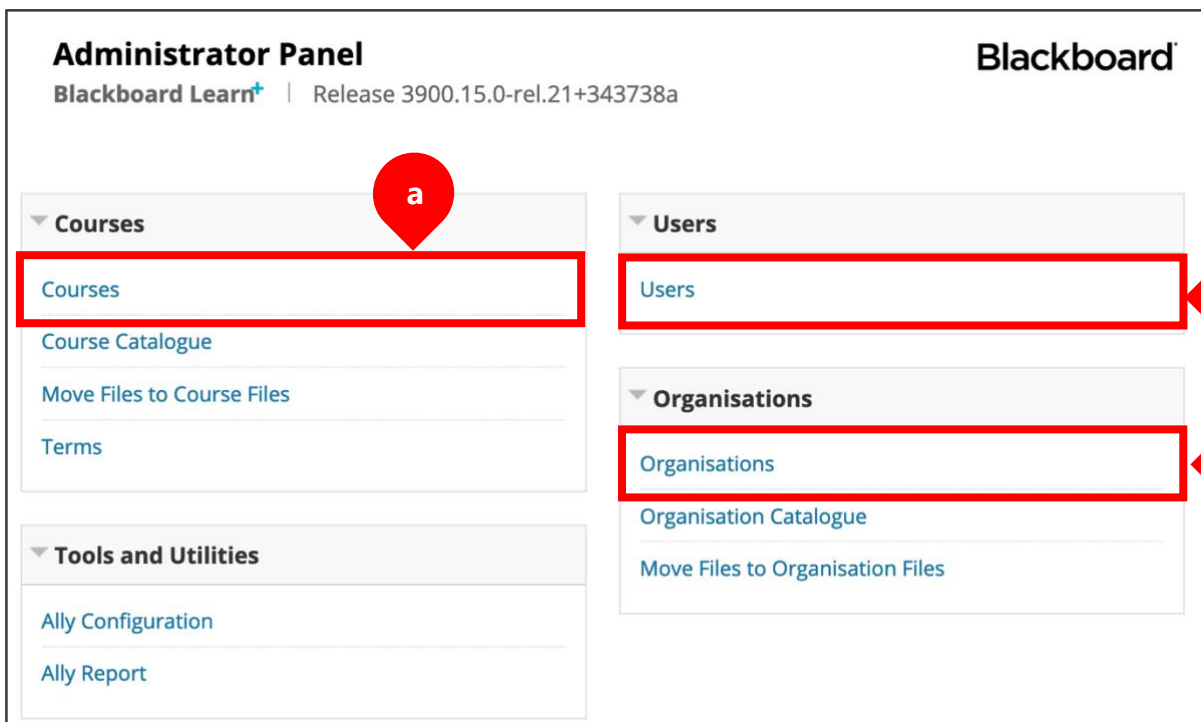
*This document will show you how to access admin/sysadmin on Blackboard and how to use it to search for and enrol yourself/your colleagues to courses/modules or communities and search for users.*



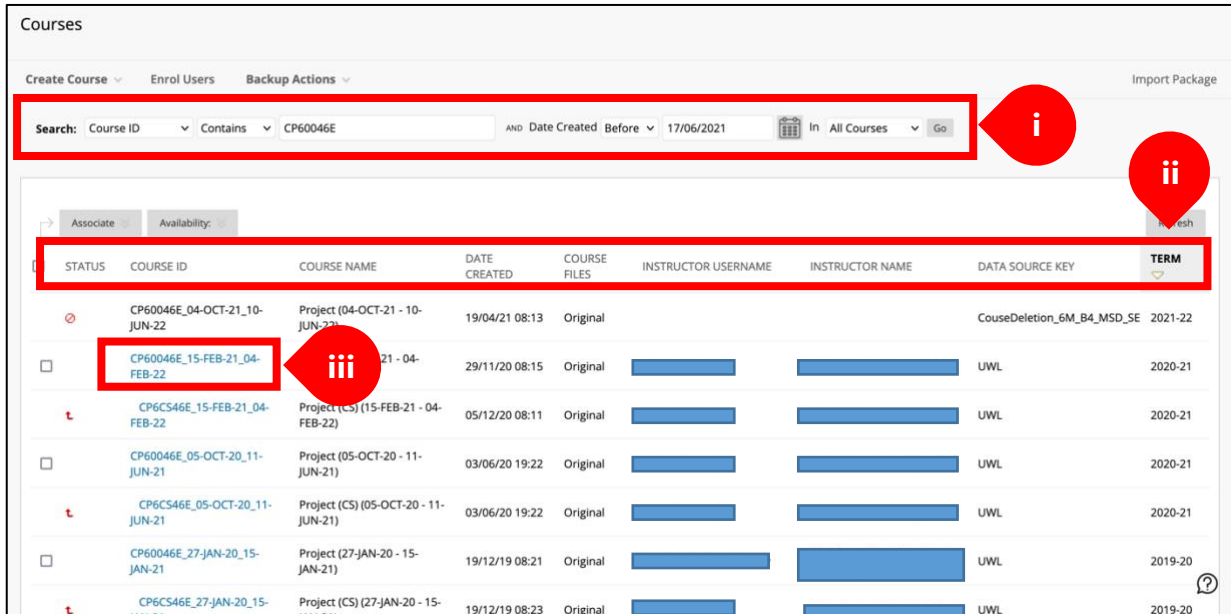
1. After logging into Blackboard and while on the base navigation, select **admin**.



2. You will be redirected to the **administrator panel** as seen below. Use:
  - a. **courses** – to search for and view any courses or modules
  - b. **users** – to search for any users available
  - c. **organisations** – to search for and view any communities



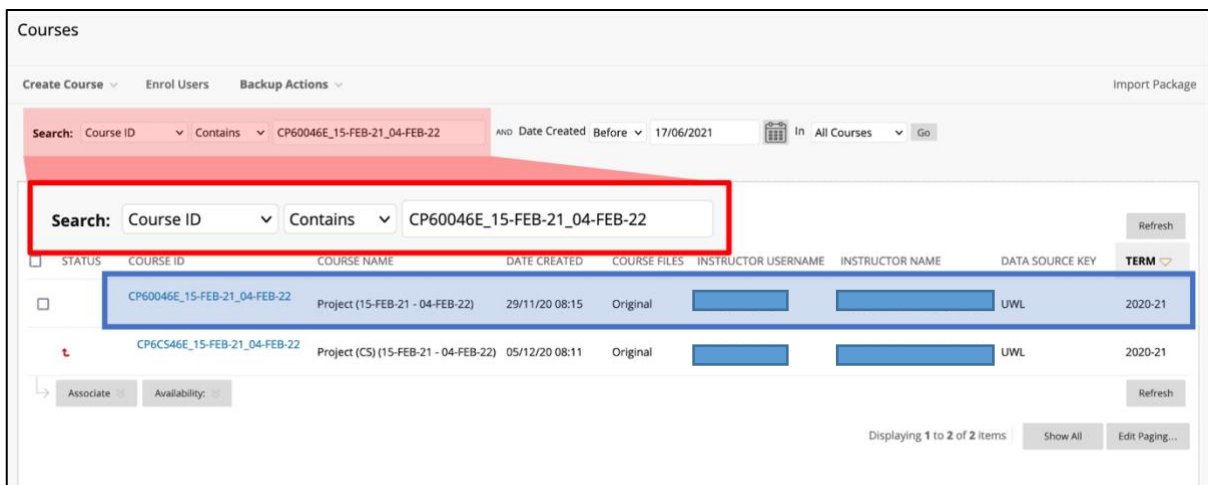
2a. **COURSES:** How to use *courses* to search for courses or modules on Blackboard.



The screenshot shows the Blackboard Courses interface. At the top, there are navigation options: 'Create Course', 'Enrol Users', and 'Backup Actions'. A search bar is highlighted with a red box and labeled 'i', containing the search criteria: 'Course ID', 'Contains', 'CP60046E', 'AND Date Created Before', '17/06/2021', and 'Go'. Below the search bar is a table of course results. The table headers are highlighted with a red box and labeled 'ii'. The table has columns: STATUS, COURSE ID, COURSE NAME, DATE CREATED, COURSE FILES, INSTRUCTOR USERNAME, INSTRUCTOR NAME, DATA SOURCE KEY, and TERM. One row is highlighted with a red box and labeled 'iii', showing the course ID 'CP60046E\_15-FEB-21\_04-FEB-22'.

- i. **form** – use this to provide a search query for the module or course
- ii. **table headings** – use these to sort the results in ascending order or vice versa
- iii. **module/course code** – select this to open the module/course. You will find [quick enrol](#) here to enrol on it.

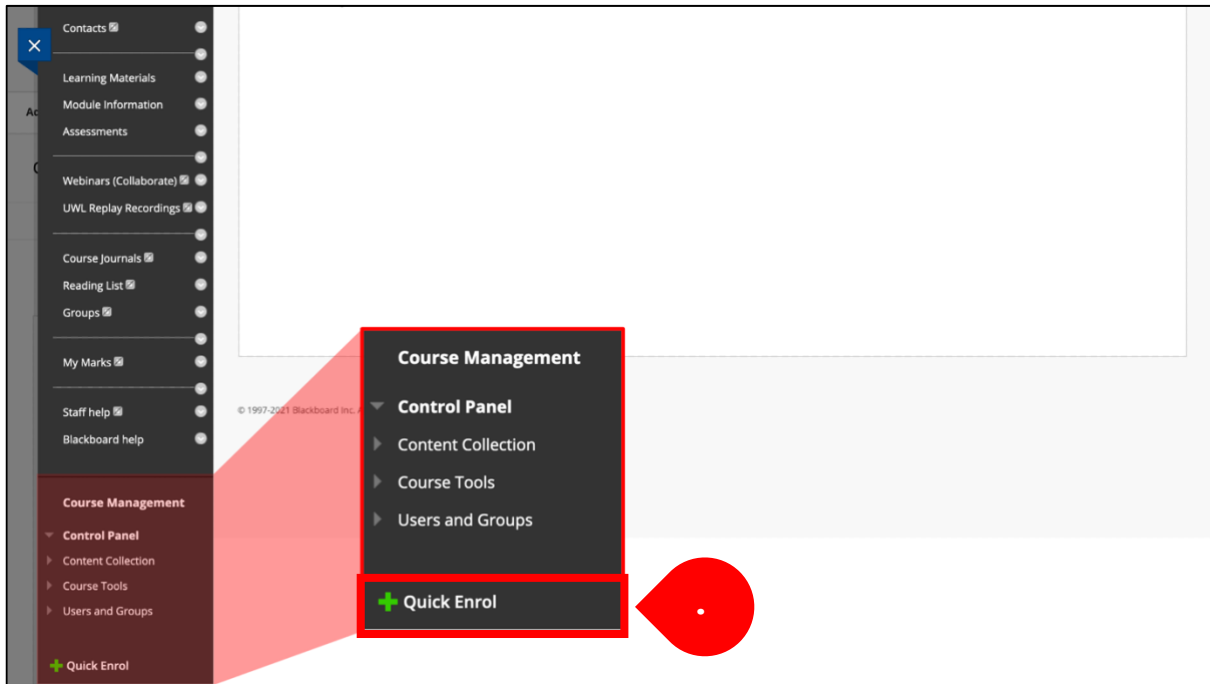
\* **Note:** if you know the semester dates for the module, we recommend searching for the module using the **FULL MODULE CODE** (e.g.: CP60046E\_15-FEB-21\_04-FEB-22) which contains the semester dates. See the example below. This ensures you find the right instance alone without any other instance that may have been created for previous academic years or semesters.



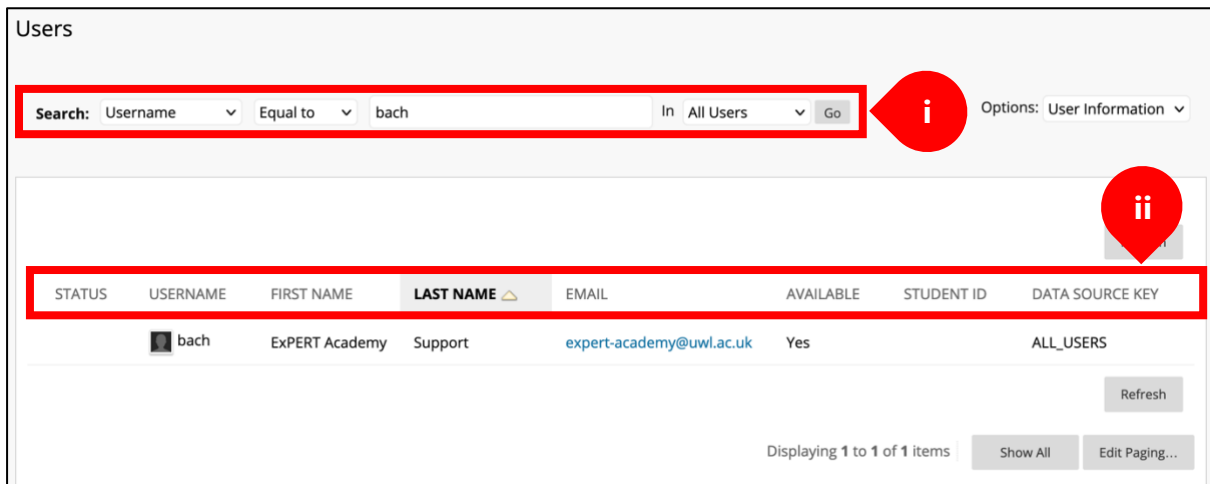
The screenshot shows the Blackboard Courses interface with a search for 'CP60046E\_15-FEB-21\_04-FEB-22'. The search bar is highlighted with a red box. Below it, the table of results is shown, with the first row highlighted in blue. The table has columns: STATUS, COURSE ID, COURSE NAME, DATE CREATED, COURSE FILES, INSTRUCTOR USERNAME, INSTRUCTOR NAME, DATA SOURCE KEY, and TERM. The first row shows the course ID 'CP60046E\_15-FEB-21\_04-FEB-22' and the course name 'Project (15-FEB-21 - 04-FEB-22)'. The second row shows the course ID 'CP6CS46E\_15-FEB-21\_04-FEB-22' and the course name 'Project (CS) (15-FEB-21 - 04-FEB-22)'. At the bottom, there are buttons for 'Associate', 'Availability', and 'Refresh', and a status bar indicating 'Displaying 1 to 2 of 2 items'.

\* The reason you are seeing 2 [results](#) above is because the second module is merged into the main module (CP60046E\_15-FEB-21\_04-FEB-22) as a child.

**Quick Enrol** – use this to enrol on any module/course or community you have access to. To access this, you must have selected a [module/course code from the search results](#) in **admin > courses > courses > results**.

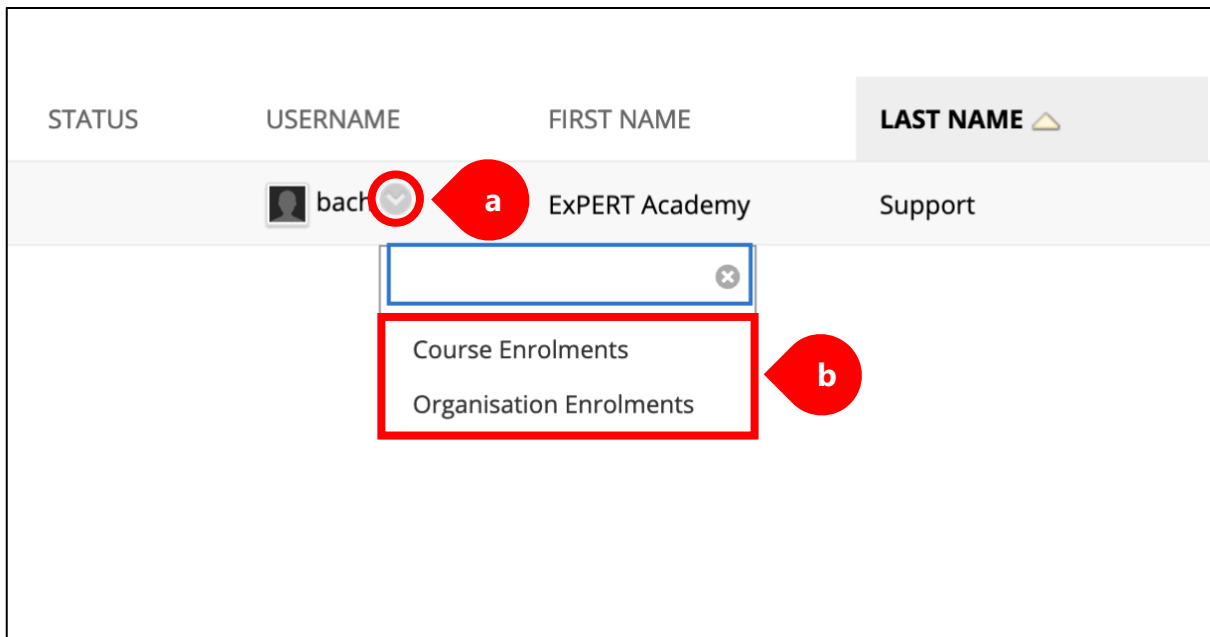


2b. **USERS** – How to use *users* to search for any user on Blackboard



- i. **form** - use this to provide a record (name, email, username/student ID) for the user
- ii. **table headings** - use these to sort the results in ascending order or vice versa
- iii. [enrolments](#) - to view enrolments of their course or organisations (communities) see the guidance below.

How to find enrolments for the user



- a. **dropdown** – select the dropdown next to their username to open the menu
- b. **enrolments** – select either enrolments to view courses or organisations (communities) in which the user is enrolled

2c. **ORGANISATIONS** (communities) – How to user *organisations* to search for courses or modules on Blackboard.

\* For this, please see point [2a. COURSES](#) since the approach used is the same.