

## BLACKBOARD: ADD USERS TO A COURSE, MODULE OR COMMUNITY

This document will show you how to add users to a course, module or community on Blackboard. This can be done in 2 ways, by adding individual users one at a time and using batch enrolment to enrol multiple users using .csv files (for school administrators).



- 1. After logging into Blackboard and while on the base navigation,
  - a. open modules (for courses and modules)
  - b. select a module in which you would like to add a user



2. While in the module/course or community scroll down to **course management > users & groups > users**:





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3. Select **find users to enrol** (on the top left-hand side of the page under **Users**)

i. **username** – provide a username or a list or usernames separated by commas

ii. **browse** – use this to search for a user(s) using other details such as their name or email in case you do not know their username(s)

- iii. **role** select a role you would like them to be enrolled with
- iv. enrolment availability leave this at the default of yes

v. **submit** – submit to save the changes made and confirm the user(s) enrolment(s)

## **BATCH ENROLMENT OPTION – FOR SCHOOL ADMINISTRATORS**

**ONLY**: (in case you are a school administrator and you currently do not have access to this option, please contact <u>ExPERT-Academy@uwl.ac.uk</u>)

 First prepare an excel spreadsheet containing the relevant information for all users you would like to enrol in the same bath. A template of this document is available here: <u>Batch Enrolment Template Document.xlsx</u>.

\* A few key/important things about the template

- populate the relevant information for each user and remove the title/headings

- left align all content
- user roles reference guide
- password field can contain anything
- must be saved in comma separated values (.csv) format before use.



\* Students are automatically enrolled to their modules, courses, and school communities. In case they are not, first check their enrolments in UNIT-e and ensure they are enrolled there. Once this is completed, those changes should reflect on Blackboard automatically within 24-hours of confirmation. In case this does not happen, please contact <u>ExPERT-Academy@uwl.ac.uk</u>.

2. Select **batch enrol users** (on the top right-hand side of the page)

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- i. **file location** search for the <u>.csv file</u> that contains the information of the users
- ii. **delimiter type** leave this on the default option of *automatic* to allow the system to choose for you





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## \* List of users of **before** batch enrolment

## \* List of users **after** batch enrolment

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	USERNAME	FIRST NAME	LAST NAME 🛆	EMAIL	ROLE	OBSERVER	AVAILABLE
	9				Instructor		Yes
	2	Mrisho Abeid	Omary	@student.uwl.ac.uk	Student		Yes
					Instructor		Yes
	<u>e</u>				Student		Yes
	💽 bach	ExPERT Academy	Support	expert-academy@uwl.ac.uk	Instructor		Yes
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