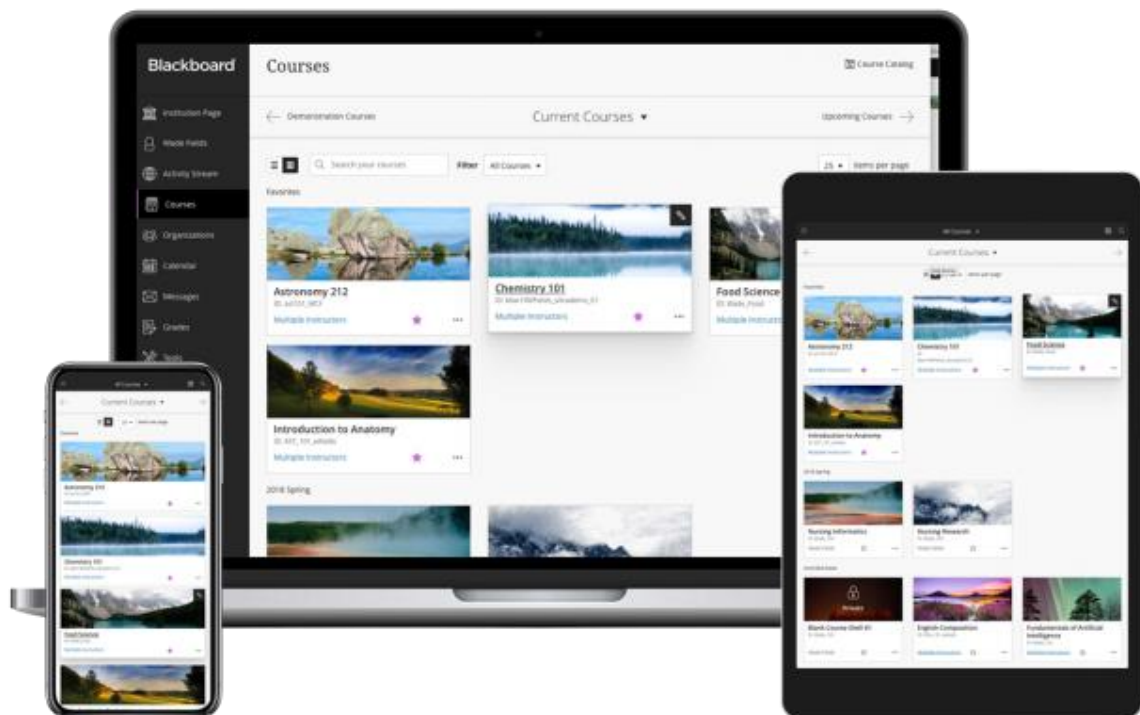


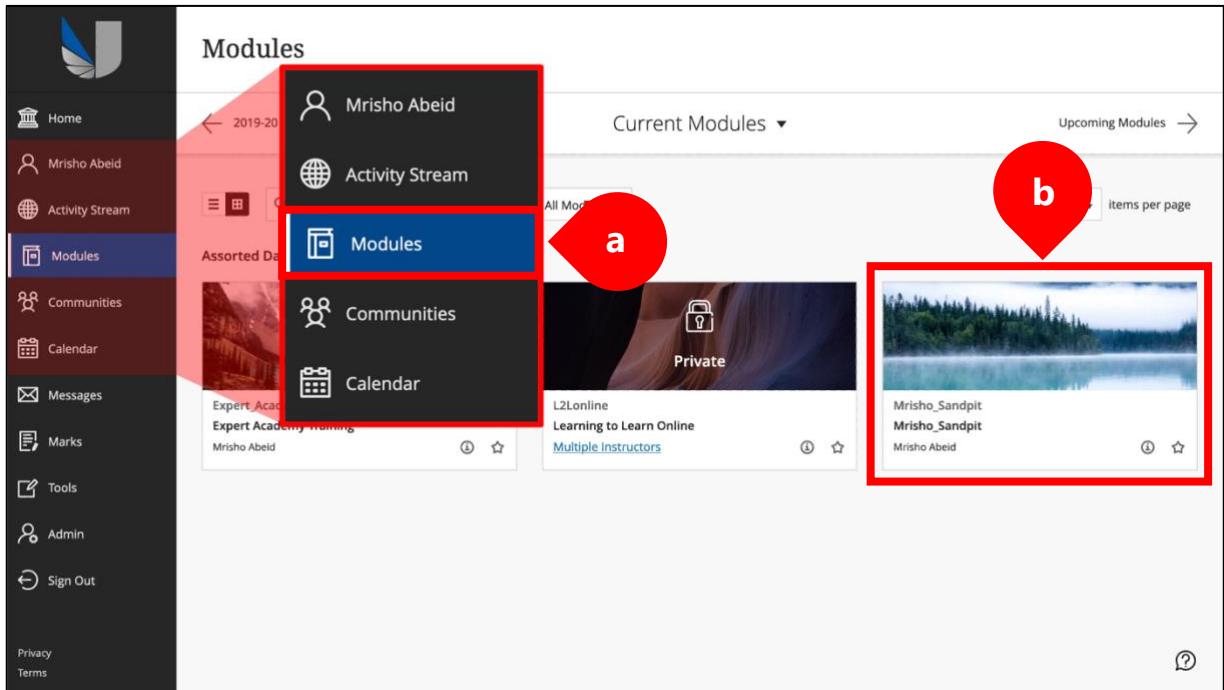
## BLACKBOARD:

# ADD USERS TO A COURSE, MODULE OR COMMUNITY

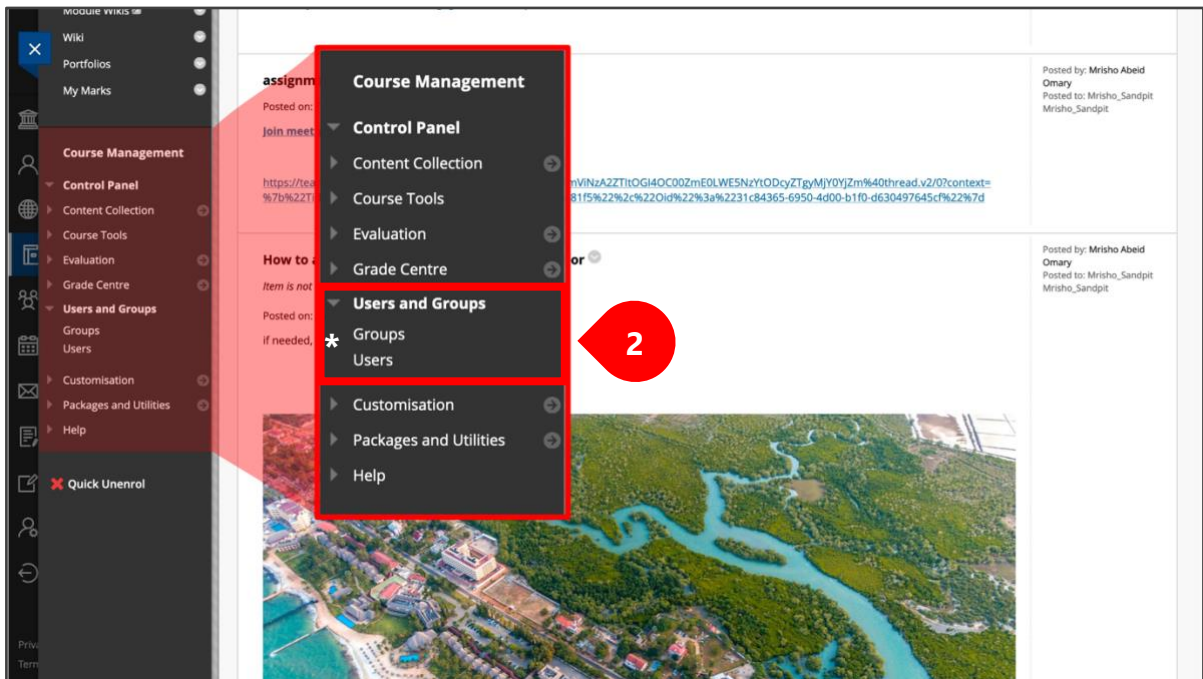
*This document will show you how to add users to a course, module or community on Blackboard. This can be done in 2 ways, by adding individual users one at a time and using batch enrolment to enrol multiple users using .csv files (for school administrators).*



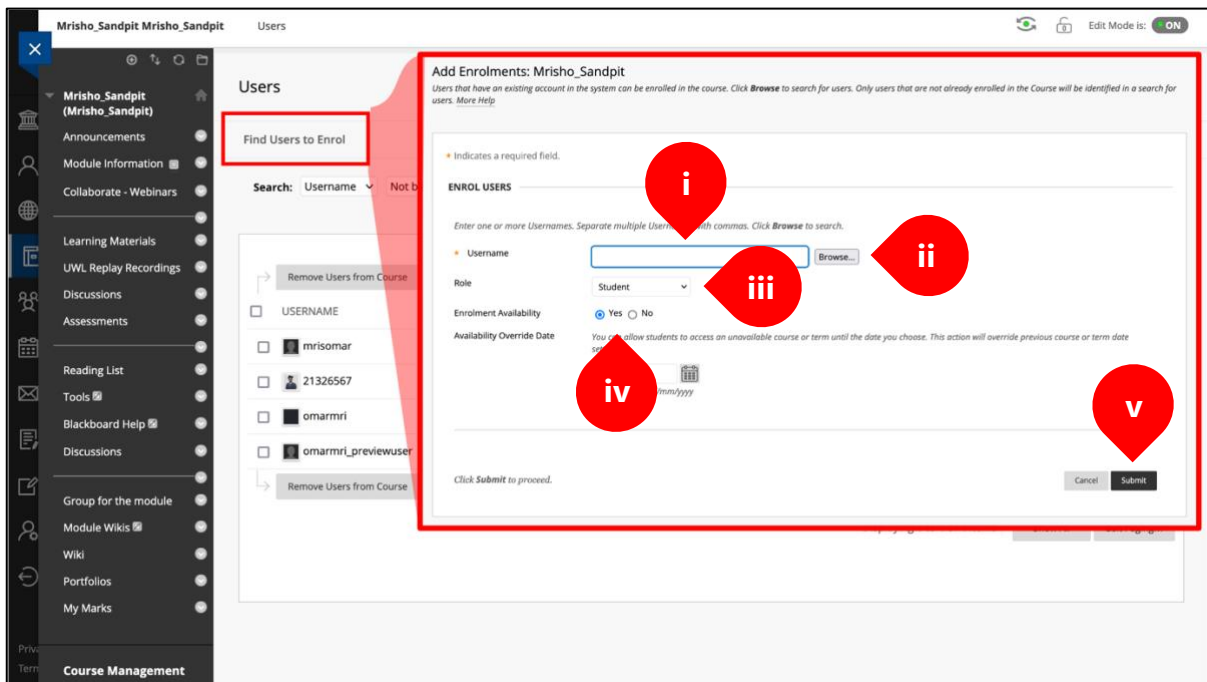
1. After logging into Blackboard and while on the base navigation,
  - a. open **modules** (for courses and modules)
  - b. select a module in which you would like to add a user



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



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 of 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 [ExPERT-Academy@uwl.ac.uk](mailto:ExPERT-Academy@uwl.ac.uk))

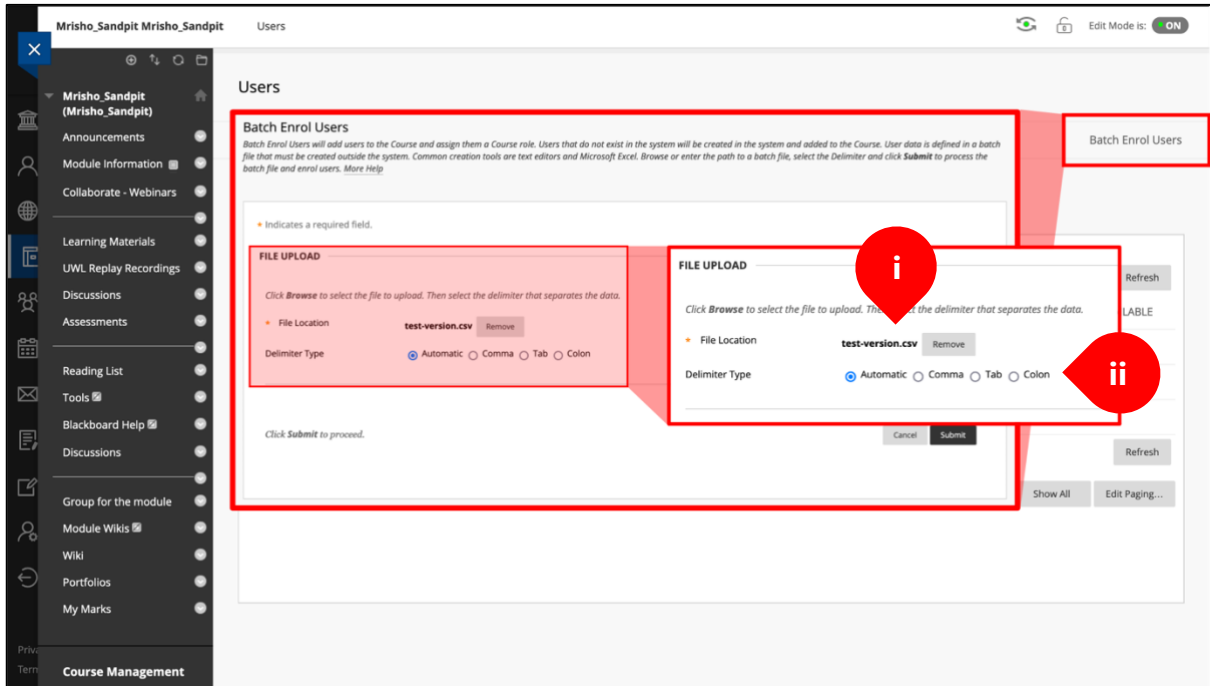
1. First prepare an excel spreadsheet containing the relevant information for all users you would like to enrol in the same bath. A template of this document is available here: [Batch Enrolment Template Document.xlsx](#).

\* A few key/important things about the template

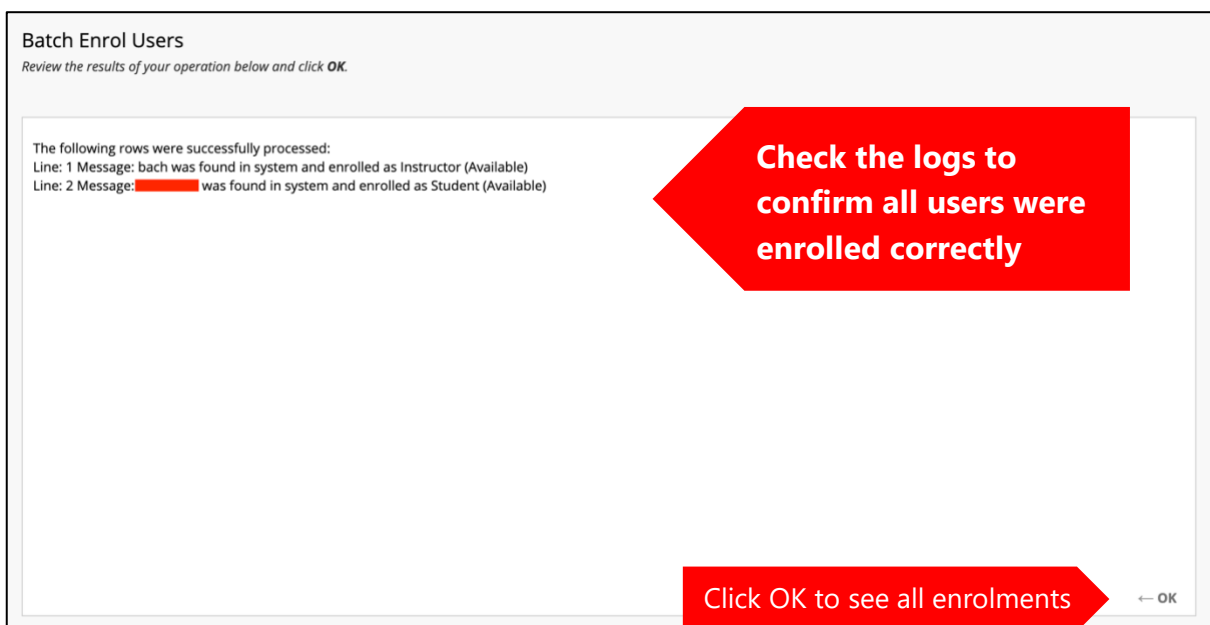
- populate the relevant information for each user and remove the title/headings
- left align all content
- user roles reference guide
- password field can contain anything
- **must be saved in comma separated values (.csv) format before use.**

\* 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 [ExPERT-Academy@uwl.ac.uk](mailto:ExPERT-Academy@uwl.ac.uk).

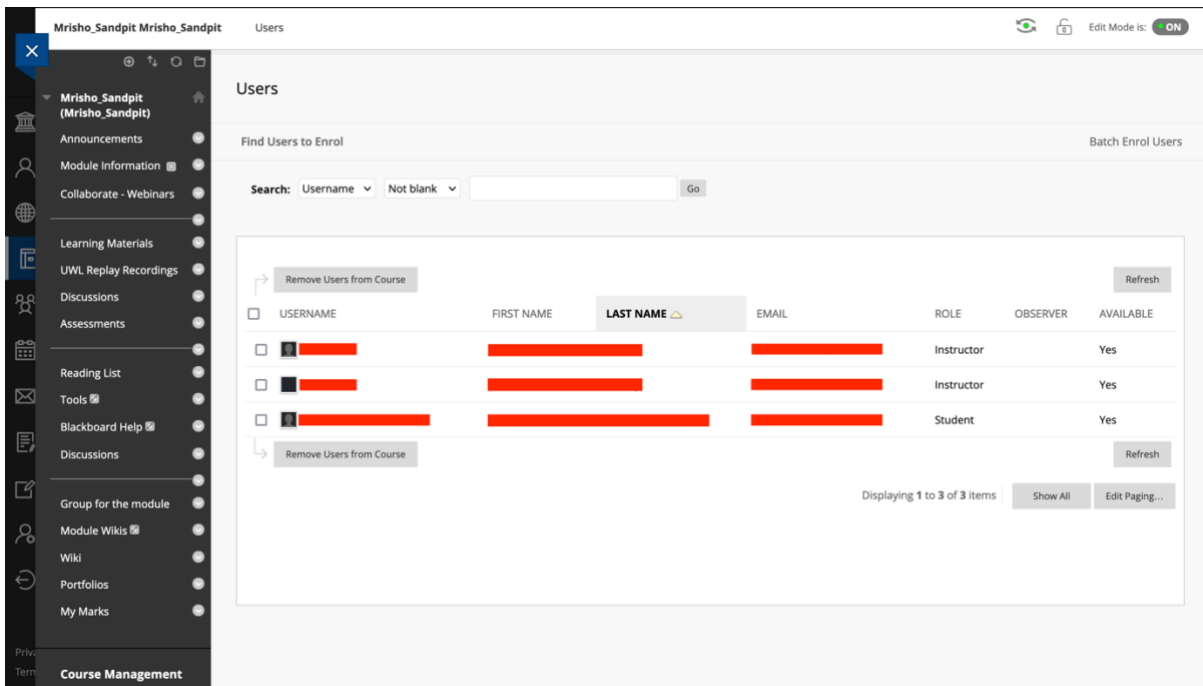
2. Select **batch enrol users** (on the top right-hand side of the page)



- i. **file location** – search for the [.csv file](#) 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



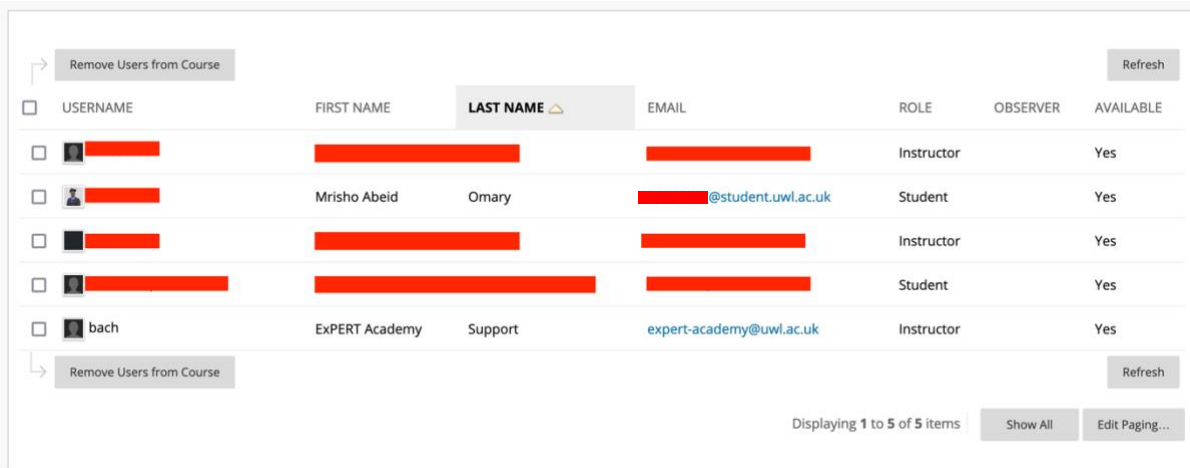
\* List of users of **before** batch enrolment



The screenshot shows the Blackboard 'Users' page for a course. The left sidebar contains navigation options like 'Announcements', 'Module Information', 'Collaborate - Webinars', 'Learning Materials', 'UWL Replay Recordings', 'Discussions', 'Assessments', 'Reading List', 'Tools', 'Blackboard Help', 'Discussions', 'Group for the module', 'Module Wikis', 'Wiki', 'Portfolios', and 'My Marks'. The main content area is titled 'Users' and includes a search bar with 'Find Users to Enrol' and 'Batch Enrol Users' options. Below the search bar is a table of users with columns for USERNAME, FIRST NAME, LAST NAME, EMAIL, ROLE, OBSERVER, and AVAILABLE. The table shows three users: two Instructors and one Student. At the bottom, it says 'Displaying 1 to 3 of 3 items' with 'Show All' and 'Edit Paging...' buttons.

USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE	OBSERVER	AVAILABLE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Instructor		Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Instructor		Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Student		Yes

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



The screenshot shows the Blackboard 'Users' page after batch enrolment. The table now displays five users, including the previously listed ones plus a new student and an instructor. The new student is 'Mrisho Abeid Omary' with email '[Redacted]@student.uwl.ac.uk'. The new instructor is 'bach' with email 'expert-academy@uwl.ac.uk'. At the bottom, it says 'Displaying 1 to 5 of 5 items' with 'Show All' and 'Edit Paging...' buttons.

USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE	OBSERVER	AVAILABLE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Instructor		Yes
[Redacted]	Mrisho Abeid	Omary	[Redacted]@student.uwl.ac.uk	Student		Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Instructor		Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Student		Yes
bach	ExPERT Academy	Support	expert-academy@uwl.ac.uk	Instructor		Yes