Instructions to Manually Update Student Roster in Blackboard Course

TO ADD STUDENTS INDIVIDUALLY

1. Logon to BlackBoard
2. Under Course Management in the Control Panel (left menu), click on Users and Groups, then Users
3. Click the Find Users to Enroll button (upper left), then
4. Click the Browse button
5. Type in the Username (netid), Last Name, or First Name to search (use dropdown to change Search parameter as needed)
6. Click the check box to the left of the student’s name to select the student, (scroll down) click Submit
7. Make sure role is Student. Click Submit again.
8. You should get a Success message.
9. If the last name doesn’t produce the student in the list, try the first name. Students must be registered for at least one class in order to show up in the list – sometimes there is a 24 hour delay.
10. If you run into problems, send an email to studentsuccess@uis.edu describing in detail what you are experiencing – copy/paste or screen print error messages.

TO REMOVE STUDENTS INDIVIDUALLY

1. Logon to BlackBoard
2. Click on your Course title in the My Courses section on the right
3. Under Course Management in the Control Panel (left menu), click on Users and Groups, then Users
4. Click the check box on the far left for the selected student, then click the Remove Users from Course button