



How do I add a user to my course?

If you are the Instructor of a course, you may add other users to your course and assign them a role, such as **Student** or **Teaching Assistant**.

Each role comes with a different set of privileges. Teaching Assistants have almost all of the privileges of an Instructor: they can both view and modify course materials as well as grades. The difference is that TAs cannot change the role of users in the course nor change a user's availability in the course.

A screenshot of the Blackboard "Users" page. The left sidebar shows the "Users and Groups" menu with "Users" highlighted by a red arrow labeled "1". The main content area has a "Find Users to Enroll" button highlighted by a red arrow labeled "2". Below the button is a search form with "Username" and "Not blank" dropdowns, a text input field, and a "Go" button. A table of users is displayed below the search form, with columns for "Username", "First Name", and "Last Name".

Username	First Name	Last Name
bandyj2	Joe	Bandy
blocheja	Jesse	Blocher
chaneypk	Paul	Chaney
coblerr	Richard	Coble
hacken	Karl	Hackenbrack
hyernl	Nancy	Hyer
johnssm7	Stacey	Johnson
leec20	Catherine	Lee
linndr	David	Linn
magulum	Mukesh	Maguluri

1. To add a new user, log in to Blackboard and click on your course. In the sidebar on the left-hand side of the screen, in the lower portion under **Course Management**, click **Users and groups**. Then click **Users**.
2. Click the button **Find Users to Enroll**.

Add Enrollments: OTH_JOHNSSM7_DEMO

Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search for users. Only users that are not already enrolled in the Course will be identified in a search for users. [More Help](#)

* Indicates a required field.

Cancel

Submit

ENROLL USERS

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

* Username

Browse...

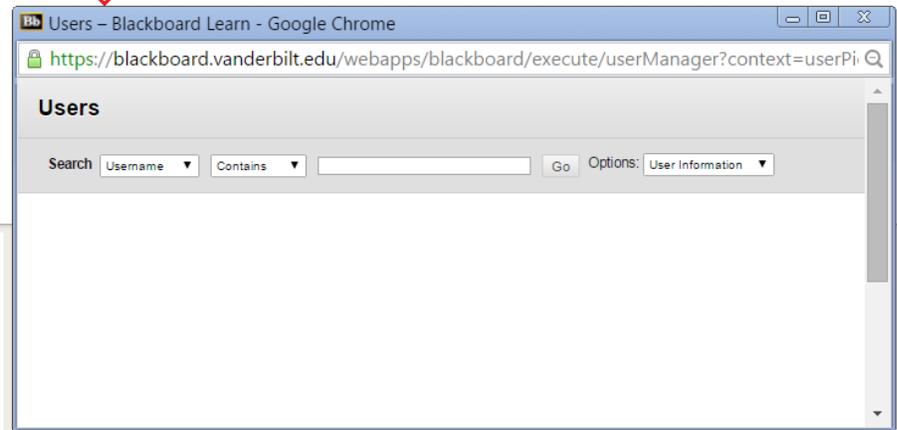
Role

Student

Enrollment Availability

Yes No

Click **Submit** to proceed. Click **Cancel** to go back.



3. Click the **Browse** button to access a window that will let you search for the username of the person you wish to add to the course. If the user is not found, be sure you are selecting appropriate search criteria in the two drop-down menus on the left.

* Username

Role

Teaching Assistant
Student
Instructor
Teaching Assistant
Course Builder
Grader
Guest
Law Faculty Support Staff
Library Reserves
Course Manager

Enrollment Availability

Click **Submit** to proceed. Click

4. Once you have entered the username, select the **Role** you wish to assign to this user—e.g., **Teaching Assistant**, **Student**, or **Guest**. * Click the **Submit** button to finalize the changes.

* Guest access requires additional settings changes in the course; see our [guide](#) on that topic.

- To add an **Instructor**, email blackboard@vanderbilt.edu.
- In a Blackboard “Organization,” the primary roles will be named “Leader,” “Assistant,” or “Participant.”