Enroll a User or Multiple Users or Add a User

In this tutorial you'll learn how to navigate to the Enroll Users area and how to search for and add a specific user or multiple users to a course or organization site.

NOTE: Please be aware that students who officially enroll in your course will automatically be added to the corresponding course site in Blackboard several hours after officially enrolling through the Registrar’s system. Before attempting to add a user, please confirm that the user(s) is NOT already enrolled in your Blackboard site. If the user is already in your site and you try to enroll them, you will get an error message.

To list all users in order to confirm that the user you want to enroll is NOT already in the site, go to:
Control Panel >
Click on Users and Groups
Click on Users
In the Search line, change the word Contains to Not Blank
Click on Go

The list of users in the course site will be displayed. After confirming that the user(s) in question is not in the list, proceed with the steps below.

NOTE: If you need to modify the role of a current user in your site, please refer to the Modify a User tutorial.

NOTE: If you are trying to add an instructor who has an official teaching role in the course, click here.

NOTE: In Blackboard nomenclature, the term Username means NetID

IF YOU ALREADY KNOW THE NETID OF THE USER YOU WISH TO ADD, SKIP TO STEP 2.

PLEASE NOTE THAT YOU CAN ONLY ADD A USER WHO HAS A NETID.

1. PLEASE FIND THE NETID OF THE PERSON WHO YOU WOULD LIKE TO ADD TO YOUR SITE. The NetID can be found by searching for the person in the Georgetown University Directory at the following link:
http://contact.georgetown.edu

The NetID of the person does NOT include "@georgetown.edu". For example:
John Hoya's NetID is: hoyaj
John Hoya's email address is: hoyaj@georgetown.edu

2. In the Control Panel area select Users and Groups and click Users.
3. Click on Find Users to Enroll button.

4. On Add Enrollments page, enter the NetID of the user to be enrolled.

Optional: To Enroll Multiple Users at the Same Time: You can enter multiple NetIDs in the Username field and separate the NetIDs with commas - no spaces are needed between the netIDs and commas (e.g. test1,test2,test3,test4,test5...).

IMPORTANT: PLEASE NOTE

If there are duplicate NetIDs in the list, you will receive an error message and none of the users will be enrolled. For example, test1,test2,test2,test3,test4,test5 will give you an error.
message.

If you have a NetID in your list of NetIDs above that is already enrolled in the site, you will receive an error message and none of the users will be enrolled. For example, if “test4” is already enrolled in the site, and you are adding “test1,test2,test3,test4,test5,” you will receive an error message and none of the users will be enrolled.

If you are adding a number of users and your list contains a NetID that was previously enrolled in the site through the registrar’s system and was subsequently dropped, then you will receive an error message and none of the users will be enrolled.

If you are adding a NetID as a TA (or as any other role), who is already enrolled in the site as a Student (or as any other role), you will receive an error message. Please access the user list in the site and modify the role of the specific user.

Add Enrollments: XX_AKCHYANV_TEST_1

| Users that have an existing account in the system can be enrolled in the Course. Click Browse to search for NetIDs. Users that are not already enrolled in the Course will be identified in a search for users. More Help |

* Indicates a required field.

If you know the NetID of the user, enter it in the USERNAME field (you can enter multiple NetIDs)

1. **Enroll Users**

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

* Username: netid1,netid2,netid3,netid4

Role: 

Enrollment Availability:  □ Yes  □ No

5. For Role, select the appropriate role from **Student, Instructor, Teaching Assistant, Course Builder, or Grader.** By default, the **Student** role will be selected.

**PLEASE SEE:** What are the differences between the various course roles in Blackboard?

**PLEASE DO NOT SELECT "GUEST" AS "GUEST" IS NOT A FUNCTIONAL USER ROLE.**

(Note to organization site users: For Role, select the appropriate role from **Participant, Leader, Assistant, Organization Builder, or Grader.** By default, the **Participant** role will be selected.)
6. For Enrollment Availability, select Yes.

7. Click on Submit.

If successful, a green inline confirmation message will appear at the top of the page: **Success:** Enrollment added for user: NetID*.
NOTE TO ORGANIZATION SITE USERS: For Organization sites, the process of enrolling users is the same as above. However, the roles are the following:
- Participant (equivalent to Student in a course site)
- Leader (equivalent to Instructor in a course site)
- Assistant (equivalent to Teaching Assistant in a course site)
- Organization Builder (equivalent to Course Builder in a course site)
- Grader

Please do NOT use the Guest role

The following are the steps for adding/enrolling a user in your Blackboard site in text-only format, without the screenshots:

How do I add a user to my course site?

Instructors can add any user with an active Georgetown University NetID and NetID Password who is in the university's Blackboard system to their Blackboard course site (a student does not need to be on the registrar's course list).

To add a user to a Blackboard site:

- Log in to Blackboard.
- Click on the Name (or CourseID) of the Blackboard site.
- Click on Users and Groups (below the Control Panel).
- Click on Users.
- Click on Find Users to Enroll.
- On Add Enrollments page, click on Browse.
- In the resulting search pop-up window, search for the user you would like to enroll (you can search by username, first name, last name, or email) and click on Go.
- Select the user from the list of results by placing a check mark to the left of the name.
- Click on the pop-up window. The window will close, and the username will appear on Add Enrollments page in the Username text field.
- For Role, select the appropriate role from Student, Instructor, Teaching Assistant, Course Builder, Grader drop-down menu (for organization sites, the selections will be Participant, Leader, Assistant, Organization Builder, Grader).
- For Enrollment Availability, select Yes.
- Click on Submit.
- If successful, a green inline confirmation message will appear at the top of the page "Success: Enrollment added for user: NetID".

Please be aware that students who officially enroll in your course should automatically be added to the corresponding course site in Blackboard within one business day.