

Blackboard Student Enrollment

How are student Blackboard accounts created?

Students are assigned accounts by the college automatically. Once students register for a course, it takes the PeopleSoft system 48 hours to generate the Blackboard accounts.

How do students gain access to my course?

Instructors must enroll their students in their particular Blackboard site, either individually or through batch enroll. If you have 14 or fewer students, then enrolling your students individually is the fastest method. If you have 15 or more students, then the batch enroll process will save you time.

Individual Enrollment

This process is completed entirely within Blackboard. Instructors may complete this process autonomously.

1. Login to Blackboard.
2. Enter the course site for the course you need to enroll students in.
3. Access the course Control Panel.
4. Under User Management, choose Enroll User.
5. Select the category that you would like to search for your students by (last name or username).
6. Type the student's last name or username.
7. Click Search.
A list of users that match the criteria you searched by appears below.
8. Check the box to the left of the user you wish to add to the course.
9. Click Submit.
10. Repeat steps 4-9 until all your students are enrolled.

Batch Enrollment

Learn the PeopleSoft process below or send an email request for batch enroll to a TLC staff member with your exact Blackboard Course ID (see the Control Panel of your course) and the four-digit PeopleSoft course number (see the ICC Course Schedule).

Batch Enrollment involves using PeopleSoft and Blackboard to simultaneously enroll all students that have registered for your course thus far. Instructions for steps 1 and 2 are available on the web at <http://www.icc.edu/iifd/onlineLearning.asp>.

1. First, you must retrieve the Blackboard Text File for your course using the handout on "PeopleSoft Class Roster Options."
2. Once you have downloaded the file from PeopleSoft, ready the file for Blackboard using "Edit PeopleSoft/Blackboard Text File for Batch Enroll."
3. Email the edited text file to a TLC staff member.

What if a student drops my course?

Students who drop the course should be removed from the site manually by the instructor.

Removing Users

1. Login to Blackboard.
2. Enter the course site for the course you need to enroll students in.
3. Access the course Control Panel.
4. Under User Management, choose Remove Users From Course.
5. Select the category that you would like to search for your students by (last name or username).
6. Type the student's last name or username.
7. Click Search.
A list of users that match the criteria you searched by appears below.
8. Check the box to the left of the user you wish to remove from the course.
9. Click Submit.
10. Repeat steps 4-9 to remove additional users.

What if a student enrolls in my course after I have Batch enrolled?

Follow the steps under Individual Enrollment to add any additional users.

What if one of my students does not have a Blackboard account?

If the student is new to the college but does not have a Blackboard, check back in 24 hours. If the student still does not have an account, contact the HELP DESK at 694-5457. Sometimes a name may be misspelled or may have changed.