



# User Management

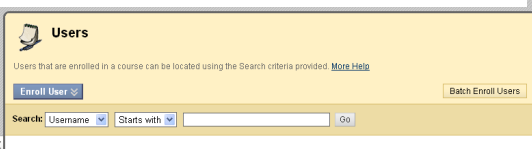
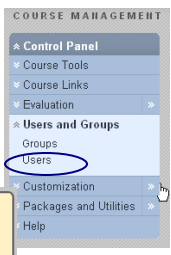
February 2010

Students must be enrolled in each Blackboard course site before they will see a course listed when they login. Students can be enrolled manually or can be batch enrolled by submitting a request to the Teaching & Learning Center.

## Manually Enrolling Students

Locate the *Users and Groups* section of the Control Panel on the left side of the side and click on the *Users* link. The User screen opens.

Click on the *Enroll User* button to display the enrollment options.



### Create User

This option will create a new username. **DO NOT use this option to enroll anyone.** All students must have valid usernames in Blackboard before they can be enrolled in course sites.

If you do not know a student's username and can not find the student by searching by the last name or email address, then check the class roster in eServices.

	Notify	User ID	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	RA646	143234	Abbot,Rodney	Graded	3.00	Assoc in Arts & Science - Education (Elementary)	Sophomore
2	<input type="checkbox"/>	LB452A	123451	Banks,Lyle	Graded	3.00	Assoc in Arts & Science - Education (Elementary) Education (Elementary)	Sophomore
3	<input type="checkbox"/>	TB369A	145672	Barrel,Tia	Graded	3.00	Assoc in Arts & Science - Education (Secondary)	Sophomore

The roster lists the User ID in the second column. This is the username students use to access course sites in Blackboard.

Click **Submit** to enroll the student.



### Find Users to Enroll

Users that have an existing account in the system can be enrolled in the course. Type the username into the box provided. The role will default to *Student* with Enrollment Availability set to *Yes*.

More than one student can be enrolled at a time by entering usernames separated by commas into the text box provided. When users are enrolled successfully a green bar will be displayed with a successful enrollment message. If a problem occurs during the process a red message bar will be displayed indicating the student was not found to enroll.

*Note -- It is possible for a student to be listed on a roster and not yet be available in Blackboard. There is a timing difference between enrollments and their processing for new students. Updates are run regularly during enrollment periods, so check back daily to see if the student username appears in Blackboard.*

## Looking for Students to Enroll

If you don't know the username of the student and don't have a copy of the roster, click **Browse** to search for users (do not type the name of the user in to the text box).



Only users that are not already enrolled in the Course will be identified in a search for users.



Use the first drop-down menu to select the

information to use for the search.

Use the second drop-down menu to select how to match data you plan to enter into the search box. Type the



search criteria into the text box provided and click **Go**.

The results of a search will display up to 25 names on a page. Searches that result in more than 25 users will display users on multiple pages. Click on the box next to the name of the student to enroll.

## Questions?

Contact - Teaching & Learning Center

[tlc@icc.edu](mailto:tlc@icc.edu)

(309)694-8908

Click on the box next to the name of the student to enroll. Multiple students can be selected from the same page. It is not possible to enroll multiple users who appear on different pages.

<input type="checkbox"/>	Student	Test	teststudent
<input type="checkbox"/>	Studentb	Test	teststudentb

Instead, select users to enroll from a single page and click **Submit**. Redo the search to select additional users to enroll.

## Listing Current Students

Users that are enrolled in a course can be located using the Search criteria provided.

To list all of the students in a class, select *Username* from the first drop-down menu and *Not Blank* from the second drop-down menu and click **Go**.

Each of the students enrolled in the class will be displayed.

<input type="checkbox"/>	test4	Student	Test	gb495@lab.icc.edu	Student	Yes
<input type="checkbox"/>	test1	Student	Test	gb495@lab.icc.edu	Student	Yes
<input type="checkbox"/>	test3	Student	Test	gb495@lab.icc.edu	Student	Yes
<input type="checkbox"/>	test2	Student	Test	gb495@lab.icc.edu	Student	Yes

The results of a search will display up to 25 names on a page. Searches that result in more than 25 users will display on multiple pages.

If the entire roster is not displayed check the page display on the bottom right side of the screen. If you want to increase the number of students displaying on the page click on **Edit Paging** to make the change.

Displaying 1 to 9 of 9 items | Show All | Edit Paging...

## Changing Roles in the Course

Click on the double drop-down arrows on the username of a student to change the student role or access to the course site.

Selecting *Change User's Role in Course* will display role options and availability choices for the student (user).

If the user is a faculty member you can change his/her role in the course on this screen.

If the user is a student actively participating in the course the availability should be set to *Yes*. If the student has withdrawn from or been dropped from the course you can

make the course unavailable for him/her. Making the course unavailable keeps the student history in the course site, but does not allow the student access to the site. This can be changed later and the student history is not lost.

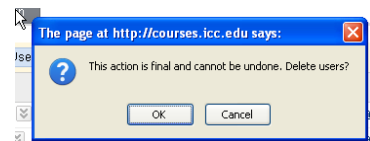
*A student may have a different name on the roster than he/she has in Blackboard.*

*Students can make their own name changes in Blackboard by modifying their personal information from the Blackboard @ ICC page. Name changes in eServices must be made through Student Services.*

*Changing information in one area does not change it in the other.*

## Removing Students

Students can be removed from the course site by clicking on the double-down arrows on the username of the student and selecting *Remove User From Course*. You will be prompted to confirm the deletion by clicking **OK**.



If you need to remove more than one student click on the box next to the names to delete and click on *Remove Users from Course*. Confirm the deletion by clicking **OK**.

Remember, deleting users from a course deletes all of the information associated with the users, such as Grade Center information, Assessment and Assignment information and course Statistics. Discussion Board posts and received messages and email are not deleted. Deleted users and their corresponding information cannot be restored to the course. However, it is possible to re-enroll the user into the course without any associated data.

*You can enroll other faculty members in your course sites.*

*Search for them and select them using the same method you use for students.*

*You can set a person's role as a student or you can change it to Instructor or Teaching Assistant as needed.*