

## Adding and Removing Users

All students or instructors who are officially assigned to a course in Jenzabar will be enrolled in the Blackboard course automatically. However, from time to time it may be necessary to add or remove a user in your Blackboard course. These steps can be used to add or remove students, co-instructors or other users such as tutors, guest speakers or observing colleagues. Non-academic “organizations” such as department or faculty pages do not have automatic enrollments, so users will need to be enrolled in these organizations manually by the organizer of the page.

You can add a user to your course as long as the person has an AIC email address. Please note that some staff members may not have Blackboard accounts. If you need to add a non-teaching staff member to your course, please submit a [Web Help Ticket](#) for assistance.

**Important:** Removing a student will delete all of his or her records, including submitted work, from the course. This cannot be undone.

### Adding Users to a Course

1. Enter your Blackboard course and scroll down to the **Control Panel**.
2. Click on **Users and Groups**, then **Users**.
3. Click on the button labeled **Find Users to Enroll** in the upper left corner of the window.
4. Enter the username of the person you want to enroll. (This is the person’s full AIC email address). **Do not click Browse**. If you don’t know the person’s username, see the section below, “Searching for Usernames.”
5. To add multiple usernames at once, put a comma after the first username you entered (no spaces) and type in the next username.
6. Select a Role for the users. **Note:** Students do not get a Control Panel, but all others do. Course Builders do not get access to the Grade Center. The Guest role is not permitted.
7. Set availability to **Yes**, then click **Submit**. You may need to click the **Refresh** or **Show All** button on the right side of the screen to see the user appear in your course.



### Searching for Usernames

1. On the Users page, click on the button labeled **Find Users to Enroll**.
2. Click the **Browse** button. This will allow you to search for users to add. Do not enter any text in the Username box just yet.
3. In the pop-up window that appears, change the search criterion to *Last Name* and make sure the second box says “Contains.”
4. Enter the last name of the person you want to add and click **Go**. A list of names appears.
5. Select the checkbox next to the student you want to enroll, then click **Submit**.

6. You are now returned to the original *Find Users to Enroll* page and that person's username is listed in the Username textbox. Select role and availability, then **Submit**.

You can repeat the last four steps and Blackboard will create a "list" of usernames to add all at once. **NOTE: You still have to click submit from the add enrollments page to enroll the users.**

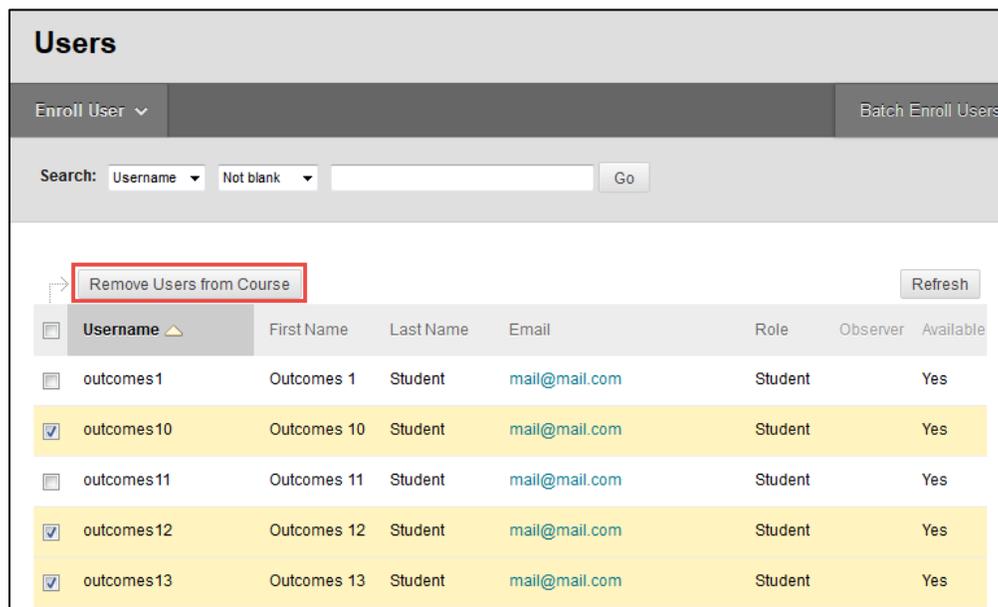
### Removing Users from a Course

1. Enter your Blackboard course and scroll down to the **Control Panel**.
2. Click on the **Users and Groups** button, then select **Users**.
3. If no names appear in the list, go to the **Search** bar and change the second drop-down menu option to *Not blank*, then click **Go**. This will show the names of all the users in the course.



Search: Username ▾ Not blank ▾ Go

4. **To remove students from the course**, check the selection box next to each student you wish to remove, then select **Remove Users from Course**.



**Users**

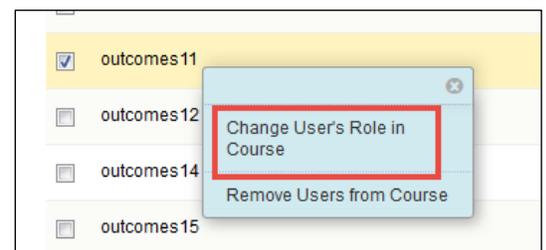
Enroll User ▾ Batch Enroll Users

Search: Username ▾ Not blank ▾ Go

Remove Users from Course Refresh

Username ▲	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/> outcomes1	Outcomes 1	Student	mail@mail.com	Student		Yes
<input checked="" type="checkbox"/> outcomes10	Outcomes 10	Student	mail@mail.com	Student		Yes
<input type="checkbox"/> outcomes11	Outcomes 11	Student	mail@mail.com	Student		Yes
<input checked="" type="checkbox"/> outcomes12	Outcomes 12	Student	mail@mail.com	Student		Yes
<input checked="" type="checkbox"/> outcomes13	Outcomes 13	Student	mail@mail.com	Student		Yes

5. A dialogue box will appear to confirm that you want to remove users. Click **OK**.
6. **To remove instructors or other non-students from a course**, you first need to change the user's role to "Student." To do this, hover over the person's username and click on the drop-down menu button that appears. Select **Change User's Role in Course**. Change the user's role to "Student," then click **Submit**. Then, you can follow the steps above to remove the user from the course.



outcomes11

outcomes12

outcomes14

outcomes15

Change User's Role in Course

Remove Users from Course