

Enrolling Students

1. Click Users and Groups from the **Control Panel** area > select Users.
2. Click **Enroll User** and select **Find User to Enroll** from the drop-down menu.
3. Type in the **Username**. Or click **Browse** and then search the Blackboard user index by **First Name, Last Name**, or **Email** for the student you wish to enroll.
4. Change the **Role** if desired and click **Submit**.