Enroll Users in a Blackboard Organization

There are two ways that you can enroll users: directly add or allow users to enroll themselves.

Once you are in your Organization, a Leader will see Organization Management on the left side panel. Select Users and Groups, Users.

To directly add:

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

Role

Enrollment Availability

Click Submit to proceed. Click Cancel to go back.
Select Find Users to Enroll. If you know the correct username, enter username in the Username box and click Submit. If you aren't sure, click Browse. Enter a first name or last name and click Go. Select the user(s) and click Submit.

To allow users to self-enroll:

Select Customization, Enrollment Options.
Select SelfEnrollment, add a start and/or end date if desired. If you wish to limit the enrollment, you can select Require Access Code to Enroll and add a password-type code that you will provide to users. Click Submit.