

# Enrolling Users and Assigning Roles

## What's New in Blackboard 9.1

Need to add a Blackboard user to your course or change the role of a user already in your course? The Enroll Users feature allows you to simultaneously add users to a course and assign their role. Once a user has been enrolled, the role cannot be changed, so, if a different role is needed for a user, you will need to first remove the user from the course and then add the user with the correct role.

We'll look at how to enroll users and assign a role below, along with how to remove users from a course.

## Enrolling Users and Assigning Roles

To enroll users and assign a role:

1. In the Control Panel the lower left corner of the page, click on **Users and Groups**.
2. Click on **Users** in the menu that appears.
3. Find the user you want to enroll by clicking [Find Users to Enroll](#)
4. On the Add Enrollments page, you can select users to enroll in one of two ways:
  - If you already know the Username(s), enter one or more usernames, separated by commas, into the text box.
  - If you don't know the username(s), do a search for users:
    - Click
    - In the new window that opens, select in the first drop-down whether you want to look up the user by Username, First Name, Last Name, or Email address, type the search term in the text box, and click **Go**.

**NOTE:** The student roster is updated daily based on an automated feed from the Registrar's Office. Therefore, students should not be added to a course directly from Blackboard.

## Enrolling Users and Assigning Roles

- From the resulting list of users, check the box next to the user(s) you want to enroll.
  - Click **Submit**.
5. Select the desired Role for the selected user(s) from the drop-down.
  6. Click **Submit**.

## Removing Users from a Course

To remove users from a course:

1. In the Control Panel in the lower left corner of the page, click on **Users and Groups**.
2. Click on **Users** in the menu that appears.
3. On the Users page, find the user(s) you want to remove and click on the menu button next to the Username.
4. In the menu that appears, click **Remove Users from Course**.
5. Confirm that you want to delete the user by clicking **OK**.

