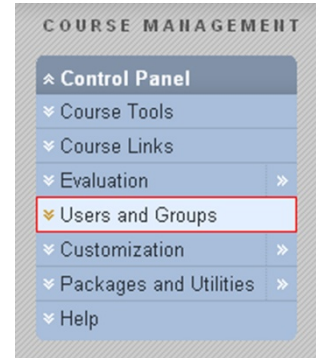


# Enrolling Students

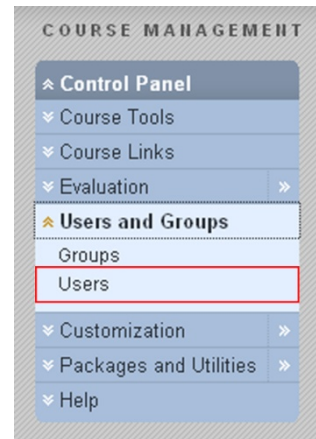
## Adding students to your Blackboard Course

Students are automatically enrolled into your courses until the end of the drop/add period. Manually adding students is done using the User management screen located within the Course Management panel located under the Course Menu.

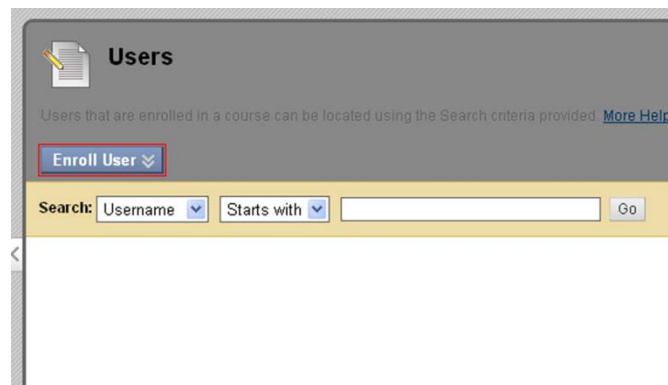
1. On the Course Management menu, click **Users and Groups**



2. From the dropdown menu, click **Users**



3. On the User screen, click **Enroll User**



4. From the dropdown menu, click **Find User to Enroll**



- On the Add Enrollments screen, click **Browse**

- In the search window, click the left-most dropdown
- From the dropdown select, **Last Name**

- From the next dropdown, choose **Contains**

- In the text box, enter the student's last name

- Click **Go**

- From the resulting list, choose the check box for the desired user, clicking the **check box**

Status	Last Name	First Name	Username	Email
<input checked="" type="checkbox"/>	TRC	LC	learningcommons1	instructionaltech@hws.edu

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

[Cancel](#) [Submit](#)

- Click **Submit**

- Back on the Add Enrollments screen, click the **Role dropdown**

- From the list, click **Student**

- Click **Submit**

The student should now be enrolled in the course.