

# ATS Blackboard How-To:

## *Add/Remove users from your course*

### **Enrolling a student:**

- 1.) Log in to Blackboard and choose the class from the menu.
- 2.) Go into the "Control Panel".
- 3.) Under the "User Management" area, choose "Enroll User".
- 4.) Type in the student's last name and click "Search".
- 5.) Check the "Add" box beside the desired student and click "Submit".
- 6.) Click "Ok".
- 7.) Repeat as needed and you are finished!

### **Removing a student:**

- 1.) Log in to Blackboard and choose the class from the menu.
- 2.) Go into the "Control Panel".
- 3.) Under the "User Management" area, choose "Remove Users From Course"
- 4.) Click "Search" Without typing anything in.
- 5.) Check the "Remove" box beside the desired student(s) and type "Yes".
- 6.) Click "Submit" and choose "Ok" on the warning message.
- 7.) Click "Ok" and you are finished!

### **Add a Co-Instructor to your course:**

- 1.) Follow steps 1-6 in "Enrolling a student" above.
- 2.) From the "Control Panel", choose "List/Modify Users".
- 3.) Click "Search" Without typing anything in.
- 4.) Click the "Properties" button beside the Co-Instructor-to-be.
- 5.) Select the "Instructor" radio button under the "Role & Availability" section.
- 6.) Click "Submit" and press "Ok" on the next two screens.