Enrolling Users in a Blackboard Course

All students who are registered for a course will be enrolled in the Blackboard course automatically. Faculty should avoid manually adding anyone who is (or will be at a future date) officially registered for the course, as this will interfere with the automation process. However, in some cases it may be necessary to manually enroll a user such as an observing colleague, a guest speaker or a TA into a course. Non-academic courses such as committee or faculty pages do not have automatic enrollments, so users will need to be enrolled in these courses manually.

You can add a user to your course as long as the person has university email. You can search for a person's university email address here: http://ned.hartford.edu/whitepages/white_pages.html

Adding Students or Instructors to a Blackboard Course

- Enter your Blackboard course and scroll down to the Control Panel.
- Click on Users and Groups, then Users.
- Click on the red button labeled Find Users to Enroll.
- Enter the username of the person you want to enroll. (This is the person’s University of Hartford email username, without the @hartford.edu). **Do not click Browse.** If you don’t know the person’s username, see the section below, “Searching for Usernames.”
- To add an additional user, put a comma after the first username you entered (no spaces) and type in the next username.
- Select a Role for the users. **Note:** Students do not get a Control Panel, but all others do. Course Builders do not get access to the Grade Center. The Guest role is not permitted.
- Set availability to Yes, then click Submit. You may need to click the Refresh or Show All button on the right side of the screen to see the user appear in your course.

Searching for Usernames

- On the Users page, click on the red button labeled Find Users to Enroll.
- Click the Browse button. This will allow you to search for users to add.
- In the pop-up window that appears, change the search criterion to Last Name and make sure the second box says “Contains.”
- Enter the last name of the person you want to add and click Go. A list of names appears.
- Select the checkbox next to the student you want to enroll, then click Submit.
- You are now returned to the original Find Users to Enroll page and that person’s username is listed in the Username textbox. Select role and availability, then Submit.

You can repeat the last four steps repeatedly and Blackboard will create a “list” of usernames to add all at once. **NOTE:** You still have to click submit from the add enrollments page to enroll the users.
Getting Help with Technology at the University of Hartford

**Faculty Center for Learning Development (FCLD)**
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

**Phone:** (860) 768-4661  **Email:** fcld@hartford.edu  
**Website:** [http://www.hartford.edu/fcld](http://www.hartford.edu/fcld)

**Office of Technology Services (OTS) Help Desk**
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner, campus Facebook).

**Phone:** 768-4357 (on campus) or (844) 292-3213 (off campus)  
**Email:** ots@hartford.edu  **Website:** [http://hartford.edu/ots](http://hartford.edu/ots)  
**Student Blackboard Support:** (860) 515-3742 or [http://www.hartford.edu/studentbbsupport](http://www.hartford.edu/studentbbsupport)