



# Blackboard Quick Reference Guide 8.0

## Manage Course Users



The User Management area of the Control Panel is for you to manage students and other users in your courses. For example, you can see a course roster, find individual students, and enroll a test student for your course.

### Course Rosters

The Course Roster provides a list of all students, instructors and any others associated with a particular course. You can use the roster to check enrollment against the SIS system (My Maricopa), check the total number of enrolled students, or to locate an individual student.

**Step 1:** From the *Course Menu*, click the **Control Panel** link.

**Step 2:** From the *User Management* section, click the **List/Modify Users** link.

**Step 3:** From the *Search* tab, leave the Name field blank, and click the **Search** button. The student's name, username, email address, and course role will display:

PC, Student27	student27	<a href="mailto:train.twentyseven@pcmail.maricopa.edu">train.twentyseven@pcmail.maricopa.edu</a>	Student	<a href="#">Password</a>	<a href="#">Properties</a>
PC, Student28	student28	<a href="mailto:train.twentyeight@pcmail.maricopa.edu">train.twentyeight@pcmail.maricopa.edu</a>	Student	<a href="#">Password</a>	<a href="#">Properties</a>
PC, Student29	student29	<a href="mailto:train.twentynine@pcmail.maricopa.edu">train.twentynine@pcmail.maricopa.edu</a>	Student	<a href="#">Password</a>	<a href="#">Properties</a>
PC, Student30	student30	<a href="mailto:train.thirty@pcmail.maricopa.edu">train.thirty@pcmail.maricopa.edu</a>	Student	<a href="#">Password</a>	<a href="#">Properties</a>

**Step 4:** Click on a user's email link to send an email or on the Properties button to make changes to their profile (e.g. course role).

**Step 5:** Click **OK**.

### Find a Specific User

There may be times when you need to locate a particular student in a course.

**Step 1:** In the **Control Panel**, click the **List/Modify Users** link.

**Step 2:** Use the search field and the tabs to see the enrolled students:

- In the **Search** tab, type the Last Name, Username or Email address in the field, select the corresponding radio button, and click **Search** (all matches will display).



For any of the tabs shown above, you can search using the three *Search by* options: Last Name, Username, or Email.

- Use the **Starts With** tab when you are unsure of the spelling of the last name.

Enter up to the first three characters of a user's *last* name in the *Starts with* field, and click the **Search** button. (All users with the characters you entered in the search field will appear).

- Use the **Advanced** tab, if you only know the middle or end letters of the user's first or last name (or email or username). You can also search for users active in the course for a specified period of time.

- The *List All* tab will list all users in a course. It functions the same as leaving the search box on the search tab blank and clicking search.

## Enroll a User

Outside of the automatic entry of SIS-enrolled students, you can allow guest access or enroll a “test” user (to get a student’s perspective). The *Enroll User* link will search through the *entire* Blackboard list of users.



Contact the Blackboard Administrator or HelpDesk at your college to find out which username and password you should use as your test student.

**Step 1:** From the Control Panel, click the **Enroll User** link.

**Step 2:** Enter your selected search criteria, select the correct *Search by* button, then click **Search** (see Step 2 above).

**Step 3:** In the *Add* column, click inside the check box which corresponds to the user you want to enroll in the course (you can select more than one user).

**Step 4:** Click the **Submit** button, then **OK**.



Check your course roster to verify that the new user was added.