An Instructor in a Blackboard course can enroll students in that course. An instructor can also remove a student from a course up until one week after the last day of drop/add. After that time, instructors may block student access and request removal by contacting BBHelp@francis.edu.

To Enroll a Student in a Blackboard Course:

1. From the course Control Panel (1), expand the Users and Groups section (2) and then click the Users link (3).
2. From the Users page, (4) click the Find Users to Enroll button (5).

The Add Enrollments page is displayed.
3. If the student’s username is known:

   Enter the student Username (6) in the designated area.

   Student role (7) and Enrollment Availability (Yes) are set by default (8). These do not need to be changed. Click the Submit button (9).

   NOTE: Multiple students can be added if usernames are separated by a comma.

4. If the student’s Username is not known, click the Browse button (10) as shown above.

   From the Users screen, select the Field (11) and Variable (12) options, enter the Search Criterion (13), and click the Go button (14).

   From the search results screen, click the Check Box (15) to the left of the desired student name, then click the Submit button (16) to enroll the student in the course.

   NOTE: Only users that are NOT already enrolled in the Course will be identified in the search results.
NOTE: A message of “No users found” indicates that either a mistake was made in the search criterion or that the student is not yet in the Blackboard system. If you are sure that you have entered the search criterion correctly, please contact the CETL with the student’s name and the name of the course to which the student should be added.

To Remove a Student from a Blackboard Course:

An instructor can only remove a student from a course during the first two weeks of the semester. After that time, instructors may block student access and request removal by contacting BBHelp@francis.edu.

1. From the course Control Panel (1), expand the Users and Groups section (2) and then click the Users link (3).
2. Use the Search criteria to locate a specific student or set it to Username Not blank to display all students in the course.

Select the Checkbox (4) to the left of the student(s) to be removed and click the Remove Users from Course button (5).

NOTE: When a student is removed from a course, ALL work and correspondence associated with that student is also removed and CANNOT BE RECOVERED!!

To Block a Student from a Blackboard Course:

If a student has completed some work in the course or if the Add/Drop period has passed, the instructor may elect to Block a student from the course rather than delete the student from the course. When a student is blocked, the course is no longer available to the student; however, their submitted work is retained.

1. From the course Control Panel (1), expand the Users and Groups section (2) and then click the Users link (3).
2. Use the Search criteria as described above to locate a specific student to be blocked.
3. From the search results, access the (4) drop-down menu for the student and select Change User’s Availability in the Course (5).
4. Select Yes from the Available (this course only) drop-down menu and Submit.