WHY WOULD YOU USE THIS FEATURE:
Faculty may wish to have staff or teaching assistants help them with online course instruction and management. Faculty may also wish to manually add a student to a course. Faculty may enroll these users into a course and assign them a user role appropriate to their function within the course. Note that only the faculty of record is able to do this. Important Guidelines to follow: (a.) Please limit access to the control panel functions to only individuals competent in use of the system. (b.) Since certain student data is protected by federal law, NO ONE should have access to the control panel and protected student information unless they have been trained on Family Educational Rights and Privacy Act (FERPA). (c.) All users should follow best practices outlined in the UTC AUP and NEVER give their ID/password to anyone. Faculty, staff or students who are found to have shared their UTC ID and password with others may have their access to the UTC Online system terminated.

HOW TO ENROLL USERS IN YOUR COURSE:
1. Access your course within Blackboard.
2. From the Control Panel, click Users and Groups then click Users.
3. Select Enroll User and then Find User to Enroll.
4. If the username is known, enter the user’s UTC ID and select their appropriate role from the drop down menu then click submit to enroll the new user. If the username is unknown, select **Browse**. *When adding multiple users separate student IDs with commas (example: abc123, cdf123, frd456).*

![Enroll Users](image.png)

5. If you selected **Browse**, use the drop down menu to search by first name, last name, or e-mail. Type in the appropriate information and press **Go** to search.

![Search](image.png)

6. Select the user you want to enroll in your course and press **Submit**

![Submit](image.png)

7. Blackboard user **Roles**:
   a. **Course Builder** – is able to add content to the course through the Content Areas functions. This role is appropriate for a user who has limited responsibilities, but should not have access to student grades.
   b. **Grader** – is able to access all areas under Assessments. A Grader would assist the Instructor in the creation, management, delivery, and grading of Assessments. A grader may also assist the instructor with adding manual
entries to the online Grade Center. Graders will not be able to enter the course until it is made available.

c. **Instructor** – has access to ALL control panel functions.
d. **Student** – has access to NO Control Panel functions.
e. **Teaching Assistant** – access to nearly everything in the course. They may not change the role of a user in the course, modify passwords, or remove an instructor. Teaching Assistants will be able to enter the course before it is made available to students.
f. **Guest** - cannot access any area of the Control Panel; this role is generally given to visitors such as prospective students, alumni or parents to whom limited availability (may have only permission to view, but not to participate) may be given for several areas within the course.
g. You will see a message at the top of your screen indicating that you have successfully added the user to your course.

![Success: Enrollment added for user: knx834](image)