

## Cool Tools

### Adding Students

Recently the ability of all instructors to **create** students was taken away. This does not mean, however, that you cannot **add** students to your class. The only condition is that they have to exist in Blackboard. If they do not, the student has to be integrated into Blackboard from POISE. Students cannot be created “on demand” any more.

Adding a student which exists in Blackboard to your class is quite easy. First, go to Blackboard’s control panel and locate “USERS AND GROUPS.” Expand the menu and click on “USERS (See Figure 1).

Once you have clicked on “USERS,” Blackboard will bring up a list of all of the students who are enrolled in your class. At the top of this new page on the left-hand side is a button entitled “FIND USERS TO ENROLL.” Click on this button (See Figure 2).

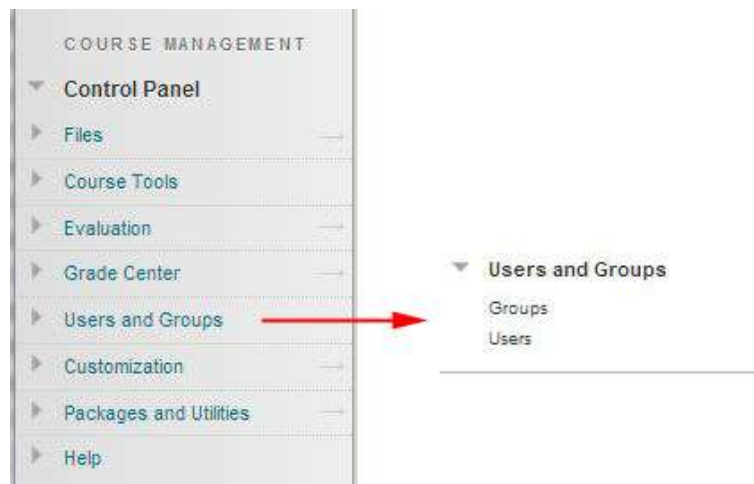


Figure 1: The Control Panel and the expanded User and Groups menu.



Figure 2: The Find Users to Enroll Button.

Blackboard will then pull up the following dialog box:

The screenshot shows a dialog box titled "1. Enroll Users". Below the title is a text instruction: "Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search." There are three input fields: a text box for "Username" with a "Browse..." button to its right; a dropdown menu for "Role" currently set to "Student"; and radio buttons for "Enrollment Availability" with "Yes" selected and "No" unselected. Below this section is a second section titled "2. Submit" with the instruction "Click **Submit** to proceed. Click **Cancel** to go back." At the bottom right of the dialog are two buttons: "Cancel" and "Submit".

Type the username of the student you wish to add into the username box if you know it. If you do not know the student's username, click on the "BROWSE" button and this will bring up a search box so that you can find the student's information by first name, last name, and other criterion. Once you have found the student, click "SUBMIT." He or she will be added to your Blackboard class.

If you have any questions on these or any other of Blackboard's cool tools, please do not hesitate to contact Dr. Tom McKinney at extension 4522.