Adding and Removing Students from a Course

From time to time it may be necessary to add or remove a student from your Blackboard course. During add-drop this will be particularly true. **Note that removing a student will delete all of his or her records, including submitted work, from the course. This cannot be undone.** In order to conduct this maintenance you can follow the steps below.

Jump to instructions for adding students

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Adding Students to a Course

1. Log into the Blackboard system and click to enter the course whose roster you wish to update.

2. Once you are in the course, click on the **Users and Groups** button in the Control Panel and select **Users** from the list of options.
3. Hover over the **Enroll User** button and select **Find Users to Enroll** from the drop down menu.

4. On the next screen you can type in the student’s user ID (s0000012345, e.g.) or you can click the **Browse** button to search for the student. Make sure that the Role drop down menu contains the appropriate role, student in this case.

5. If browsing, select the search criteria from the drop down menus, type in the search term, and click **Go**.
6. When the search results are populated, check the box next to the student account you wish to add to your course. Click the Submit button when done with your selections.

7. You will arrive back on the Add Enrollments form and the Username field will be populated with the account(s) you selected in the previous step. Double check the role being assigned and click the Submit button to finalize your selection.
Removing Students from a Course

1. Log into the Blackboard system and click to enter the course whose roster you wish to update.

2. Once you are in the course, click on the Users and Groups button in the Control Panel and select Users from the list of options.

3. Check the selection box next to each student you wish to remove from your course. With all selections finalized click on the Remove Users from Course button.
4. A dialogue box will alert you that you are making a change. **Note** that removing a student will delete all of his or her work. This cannot be undone. Click the **OK** button to complete the process.