Enroll and Remove Users by Roles from Blackboard Courses

Instructors are no longer being able to enroll and remove students within their courses. This function has been disabled in the VCCS Blackboard course management system. Currently, the process of enrolling and removing students within Blackboard is performed by the Blackboard SIS Integration batch process. However, instructors are able to enroll an existing user into the course in the roles of Instructor, Course Builder, Grader, and Teaching Assistant.

Available user roles are:

- **Instructor**: User is able to control all aspects of the course through the Control Panel.
- **Teaching Assistant**: User is able to control most aspects of the course through the Control Panel but cannot modify users in the course.
- **Course Builder**: User is able to add content to the course through the Control Panel.
- **Grader**: User is able to access all areas under assessments.

1. Under **Control Panel, Course Tools**, click **Manage Users**.

2. Select **Add Users by Role** on the **Manage Users** page.
3. Enter an individual's username, select a role, and click **Submit**. You can enter multiple users by separating the usernames with a comma (no spaces between the username and comma).

4. If you don’t know the user’s username, you can also find the user by Last Name, Email Address, or Student ID. Click **Go** to find the user with username and then add him/her to the course.
Remove Users:

Instructors may remove users with the role of Instructor, Teaching Assistant, Course Builder, or Grader from a course.

1. Under Control Panel, Course Tools, click Manage Users.

2. Select Remove Other Users by Role on the Manage Users page.

3. Select one or more role(s) and click Submit.
4. On the **Remove Other Users by Role** page, check boxes of users to select users to permanently remove from this course. This will also delete any personal content, e.g. grade center entries, blog postings and files uploaded to group areas. **Note** that certain users (such as yourself) cannot be removed with this tool.

5. Click **Submit** to complete the process.