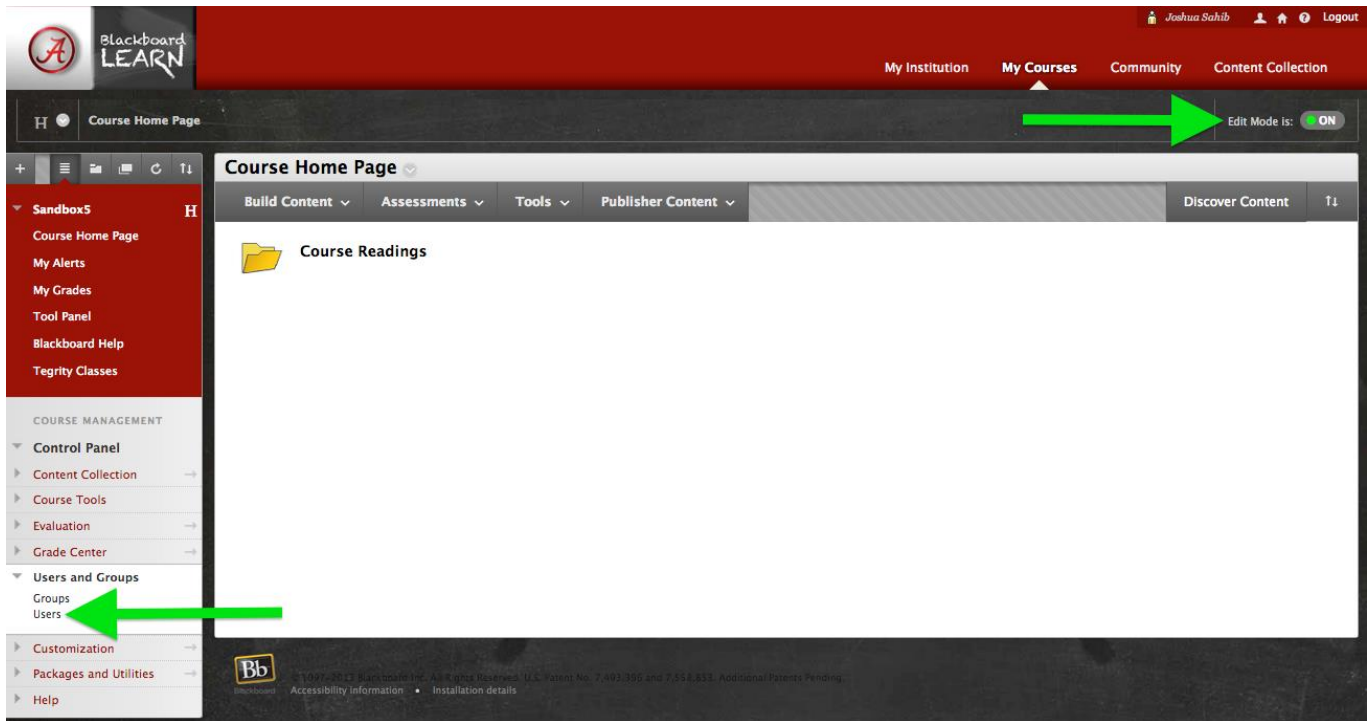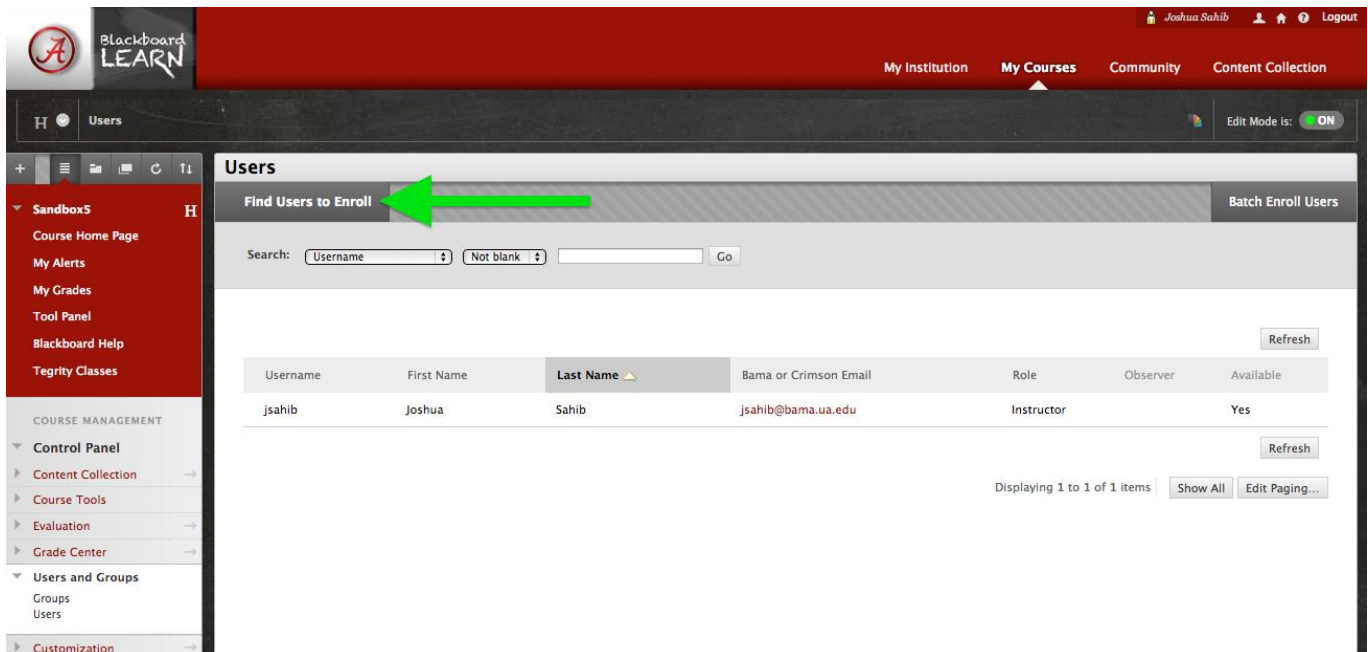# Adding a User to a Blackboard Learn Course

From within a Blackboard Learn course, follow these steps to add a user. Any person with a myBama username can be added to a course in Blackboard Learn.

1. With Edit Mode On, click on Control Panel > Users and Groups > Users. To expand a menu area, click on the arrow next to its title.
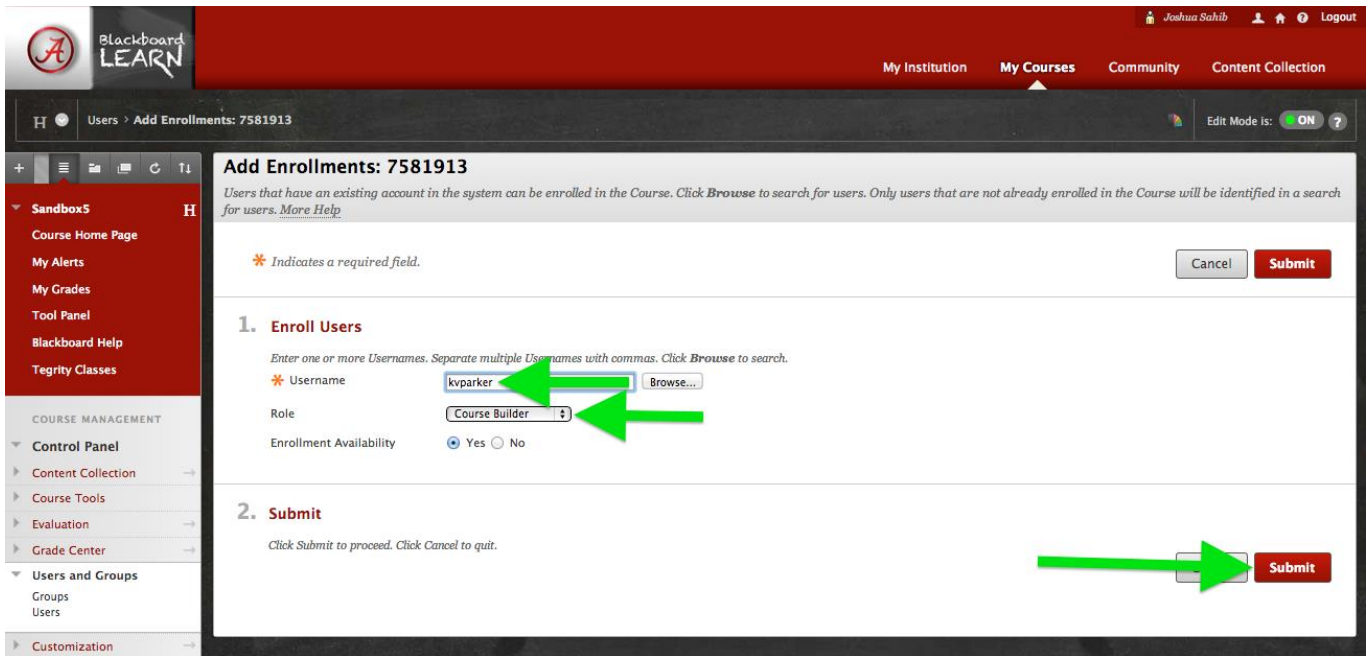

2. *When the Users screen appears, click on Find Users to Enroll, located above the search interface and the list of users. – The list of users should be populated from Banner. Manually adding a user is typically used to add someone that would not normally be enrolled in the course such as an E-Reserve specialist.*

3. Enter the myBama username (example: smith001, jdoe) of the person to be added. – *Please contact the Blackboard E-Reserve coordinator (gorgres @bama.ua.edu or 205-348-9748) to get the E-Reserve specialist myBama username for your area.*
4. Select the appropriate role for the user from the Role dropdown. Course Builder should give the E-Reserve specialist adequate access to add library materials into your course.
5. Click Submit.

6. If the user is successfully added, a confirmation message will be shown and the user will appear in the Users list.
7. After adding the library material into the course, the E-Reserve specialist can un-enroll themselves from the course.

For further E-reserve assistance contact, the Blackboard E-Reserve coordinator at: gorgres@bama.ua.edu or (205) 348-9748.

For technical assistance, contact the Faculty Resource Center at frc@ua.edu or (205) 348-3532.