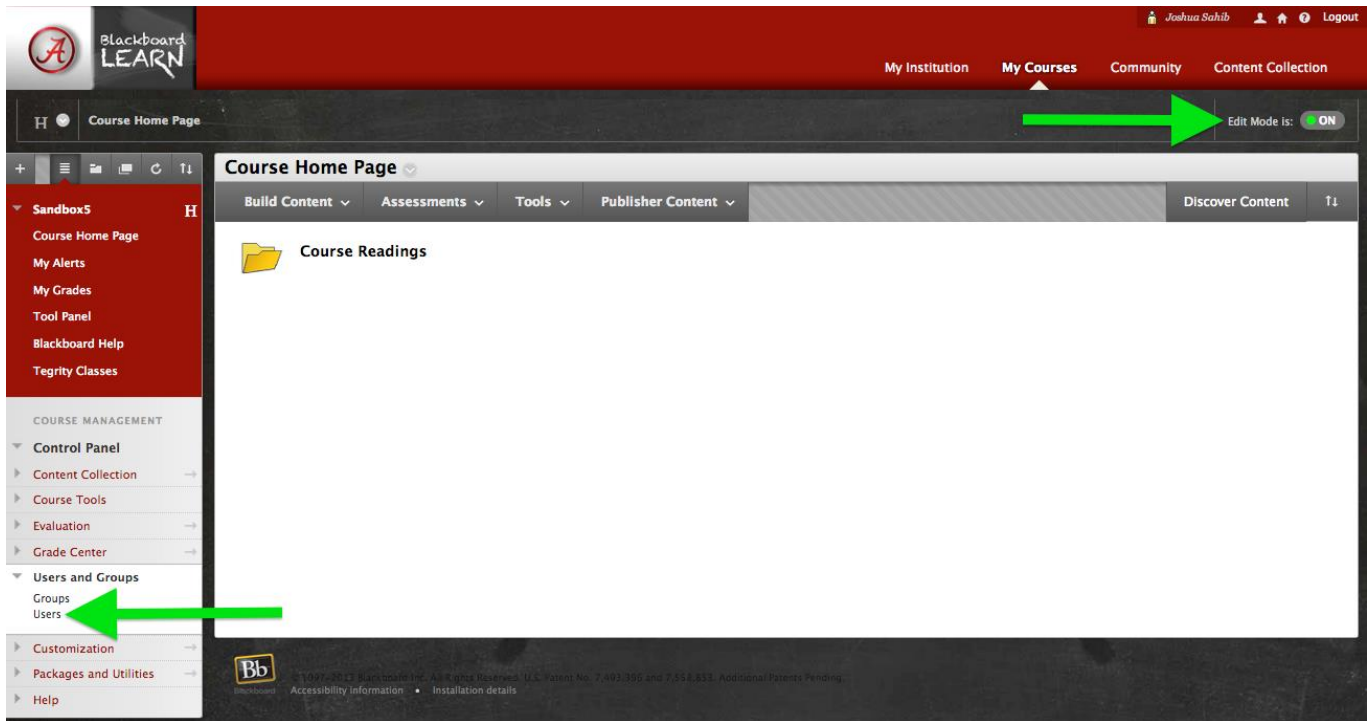


Adding a User to a Blackboard Learn Course

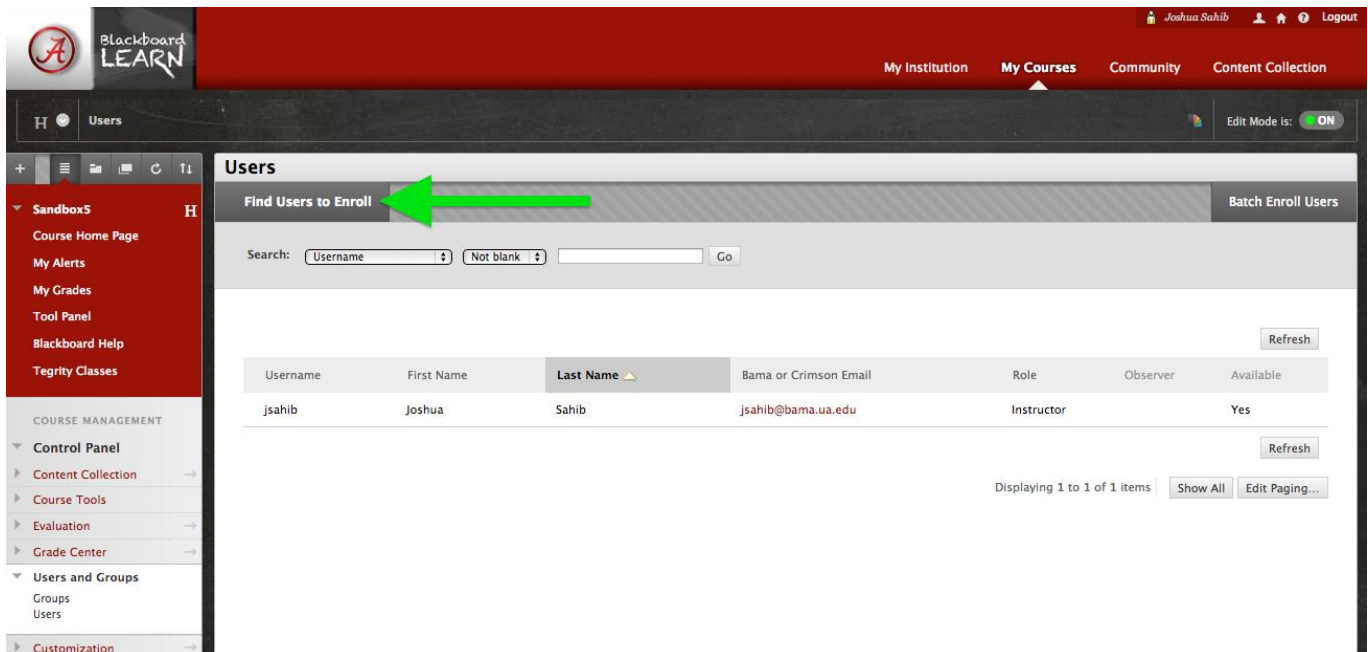
From within a Blackboard Learn course, follow these steps to add a user. Any person with a myBama username can be added to a course in Blackboard Learn.

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.



The screenshot shows the Blackboard Learn interface. At the top right, the user 'Joshua Sahib' is logged in. The 'Edit Mode' is set to 'ON', indicated by a green arrow pointing to the 'Edit Mode is: ON' toggle. In the left-hand navigation menu, the 'Users and Groups' section is expanded, with a green arrow pointing to the 'Users' link. The main content area shows the 'Course Home Page' with a 'Course Readings' folder icon.

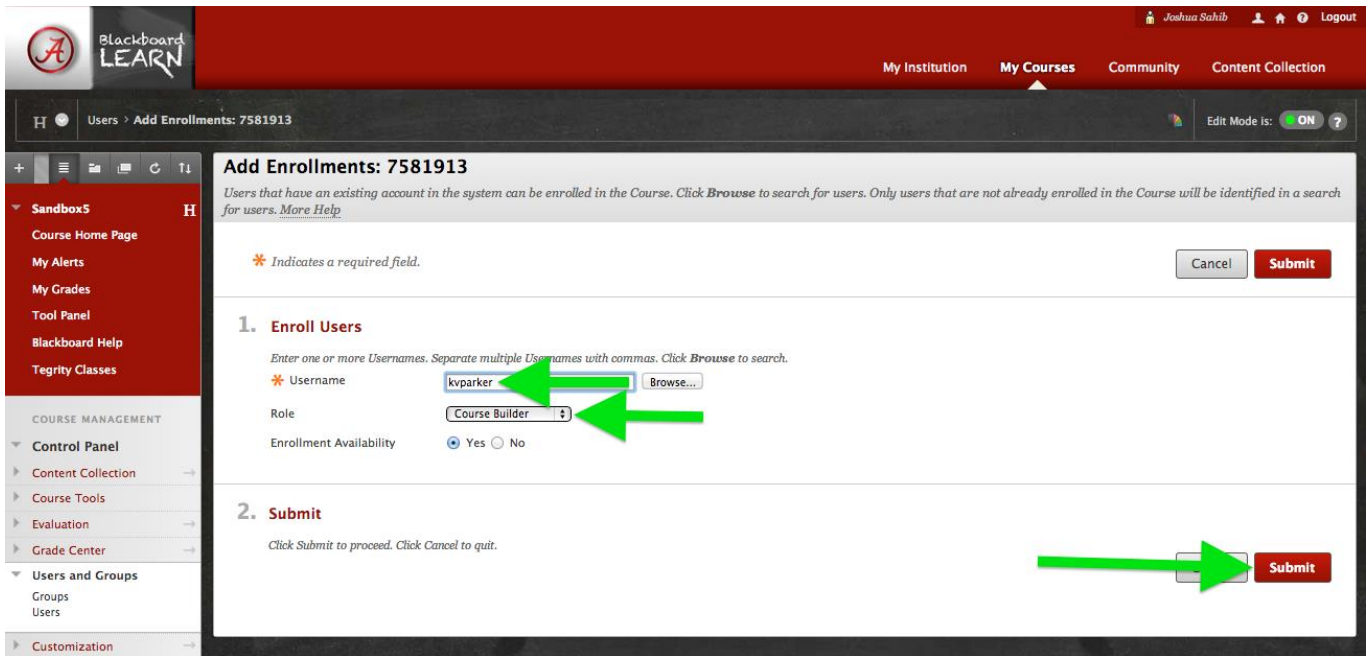
2. When the Users screen appears, click on Find Users to Enroll, located above the search interface and the list of users.
– *The list of users should be populated from Banner. Manually adding a user is typically used to add someone that would not normally be enrolled in the course such as an E-Reserve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



The screenshot shows the 'Users' screen in Blackboard Learn. The 'Find Users to Enroll' button is highlighted with a green arrow. Below the button is a search interface with a dropdown menu set to 'Username', a 'Not blank' dropdown, and a 'Go' button. A table of users is displayed below the search interface, with a 'Refresh' button to the right. The table contains one user entry: Joshua Sahib, with email jsahib@bama.ua.edu and role Instructor. At the bottom right, there is a 'Displaying 1 to 1 of 1 items' message and buttons for 'Show All' and 'Edit Paging...'. The left-hand navigation menu is visible on the left side of the screen.

Username	First Name	Last Name	Bama or Crimson Email	Role	Observer	Available
jsahib	Joshua	Sahib	jsahib@bama.ua.edu	Instructor		Yes

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.