Adding Users to your Course

If you know their Username…

1. Navigate to blackboard.towson.edu.
2. Enter the course you’d like to add users to.
3. On the left hand side, click Users and Groups in the Control Panel (Fig 1, 1).
4. Select Users (Fig 1, 2).
5. At the top of the page, click Find Users to Enroll (Fig 2, 1).
6. Type in the Username of the person you’d like to enroll (Fig 3, 1).
7. Click the Role drop down menu and select a Role (Fig 3, 2).
8. Keep Enrollment Availability set to Yes.
9. Click Submit (Fig 3, 3).

If you don’t know their Username…

11. Enter the course you’d like to add users to.
12. On the left hand side, click Users and Groups in the Control Panel (Fig 1, 1).
13. Select Users (Fig 1, 2).
14. At the top of the page, click **Find Users to Enroll** (Fig 2, 1).
15. Click **Browse** (Fig 4, 1).

![Figure 4]

16. Select the first drop down menu next to **Search** (Fig 5, 1). Select **Last Name**.
17. Type the user's last name in to the box (Fig 5, 2).
18. Click **Go** (Fig 5, 3).

![Figure 5]

19. Select the user from the list provided.
20. Click **Submit** at the bottom of the page.
21. Click the **Role** drop down menu and select a **Role** (Fig 3, 2).
22. Keep **Enrollment Availability** set to **Yes**.
23. Click **Submit** (Fig 3, 3).

**Are you receiving this error?**

You do not have permission to enroll user(s): knorman

- Make sure you’re only typing their username **ONCE**. If it’s inputted in the text box twice, you will receive this error.
- If you know their username, you **do not have to click Browse**. Click **Submit** immediately.
- If you’re enrolling more than one person at a time, **add commas** between the usernames.
- The only reason this error appears is because the username is inputted in the text box **twice**. All enrollments should look like this:

![Not this:]

- **Username** knorman

- **Username** knorman, knorman