

---

# Blackboard

## Adding TAs or Other Instructors

---

### Adding Users to your Course

---

**Please Note:** If you have a combined course and are missing enrollments, do not enroll students in to the combined course. You must enroll them in to their own specific section they are enrolled in within Peoplesoft.

#### *If you know their Username...*

1. Navigate to <https://blackboard.towson.edu/>.
2. Enter the course you'd like to add users to.
3. On the left hand side under Course Management, click **Users and Groups**.
4. Select **Users**.
5. At the top of the page, click **Find Users to Enroll**.



The screenshot shows a web interface titled "Users". Below the title is a dark grey button labeled "Find Users to Enroll". Underneath is a search form with the label "Search:". It contains two dropdown menus: the first is set to "Username" and the second is set to "Not blank". To the right of these dropdowns is a text input field, and further right is a "Go" button.

Figure 1

6. Type in the **Username** of the person you'd like to enroll.
7. Click the **Role** drop down menu and select a **Role**.
8. Keep **Enrollment Availability** set to **Yes**.
9. Click **Submit**.

#### *If you don't know their Username...*

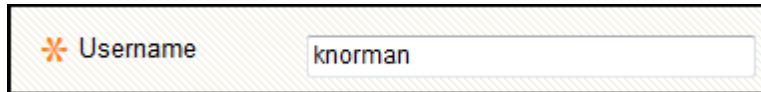
10. Navigate to <https://blackboard.towson.edu/>.
11. Enter the course you'd like to add users to.
12. On the left hand side, click **Users and Groups** in the **Control Panel**.
13. Select **Users**.
14. At the top of the page, click **Find Users to Enroll**.
15. Click **Browse**.
16. Select the first drop down menu next to **Search**. Select **Last Name**.
17. **Type** the user's last name into the box.
18. Click **Go**.
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**.
22. Keep **Enrollment Availability** set to **Yes**.

23. Click **Submit**.

***Are you receiving this error?***

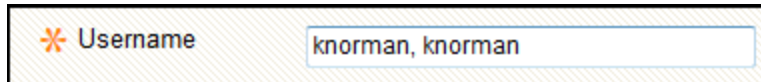
**You do not have permission to enroll user(s): knorman**

- Make sure you're only typing their username **ONCE**. If it's inputted in the text box twice, you will receive this error.
- Do not type the username and then click **Browse** to ensure it is correct. If you know the username type it, if you do not, **Find Users to Enroll** and then click **Browse** before typing a username.
- 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:



A screenshot of a form with a label "Username" and an asterisk icon. The text box contains the username "knorman".

**Not this:**



A screenshot of a form with a label "Username" and an asterisk icon. The text box contains the username "knorman, knorman".