Adding Users to your Course

Please Note: If you have a combined course and are missing enrollments, do not enroll students into the combined course. You must enroll them into 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.
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...

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:

  ![Username field example](image)

  **Not this:**

  ![Username field example](image)