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 verify and 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. Log in with your TU NetID and Password.
3. Enter the course you’d like to add users to.
4. On the left hand side under Course Management, click Users and Groups.
5. Select Users.
6. At the top of the page, click **Find Users to Enroll**.

   ![Figure 1](image)

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

**If you don’t know their Username...**

1. Navigate to https://blackboard.towson.edu/.
2. Log in with your TU NetID and Password.
3. Enter the course you’d like to add users to.
4. On the left hand side, click **Users and Groups** in the Control Panel.
5. Select Users.
6. At the top of the page, click **Find Users to Enroll**.
7. Click **Browse**.
8. Select the first drop down menu next to **Search**. Select **Last Name**.
9. Type the user’s last name into the box.
10. Click **Go**.
11. Select the user from the list provided.
Blackboard: Adding TAs or Other Instructors

12. Click **Submit** at the bottom of the page.
13. Click the **Role** drop down menu and select a **Role**.
14. Keep **Enrollment Availability** set to **Yes**.
15. Click **Submit**.

**Are you receiving this error?**

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

Figure 2

- 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:

![Figure 3](image)

**Not this:**

![Figure 4](image)