Adding and Removing Users from Blackboard

Click Users under the Users and Groups chevron in the Control Panel.

To Add a User
To add someone to the organization, click the “Find Users to Enroll” button.

If you know their Blackboard user name, type it in the Username field. Set their role from the Role drop down list, and click Submit.
If you don’t know their Blackboard user name, click Browse. Set the criteria to Last Name/Equals and type in their last name. Click the Go button. A list of matches will appear. Scroll through the list until you find the person you want to add. Check the box next to their name and click Submit.

This will return you to the screen where you set their role. Click Submit.

To Remove a User
To remove someone, scroll through your roster and check the box next to the account(s) that you want to delete and then click the Remove Users from Course button.
You cannot remove anyone with a “Leader” role. You have to change their role to “Participant” and then you can remove them. Click the chevron next to the users name and click “Change User’s Role in Organization”.

Change their role to “Participant“ and click Submit.