Enrolling participants on your course

When to do it

Students enrolled on a module in RISIS (the University’s student records system) will automatically be enrolled in the appropriate Blackboard course. This means that normally you should not need to manually add students to your courses in Blackboard – but please note this automatic process can take up to 48 hours to complete.

There may be times when you may need to manually add users to your courses, in particular when you want to add another member of staff to the course.

How to do it

Step 1

Go to Control Panel > Users and Groups > Users

You will see a list of all users currently enrolled on the course.

The search box on this page allows you to find users who are already course members – do not try to use this box to add new users.

Step 2

Click on Find Users to Enrol
**Step 3a - If you know the Blackboard username**

If you know the user’s Blackboard username, enter it in the **Username** box on the screen which appears.

Then select the appropriate **Role** from the drop-down list (normally Student or Instructor) and press **Submit**.

*Note*: Do not press the Browse button – just Submit.

**How can I find out a person’s username?**

The simplest way is to ask them. You could also use the Person Search facility from https://www.reading.ac.uk/closed/person/

**Step 3b - If you don’t know the Blackboard username**

If you don’t know the user’s Blackboard username, click on the **Browse** button. A new window appears.

You can search for a person by First or Last Name, Email address, or Username – choose the appropriate option from the first drop-down box.

For students, the Blackboard username is their student number, prefixed by two letters. So if you know a student’s number is 123456, you could find them by searching for ‘Username Contains 123456’.

For staff, you will normally need to search by Name or Email. This will often bring up a long list of users – be careful to choose the correct person.

**Note**: The email address for any member of staff will end @reading.ac.uk

Never enrol a user as Instructor if their email address ends in @student.reading.ac.uk

When you have found the right person, tick the box next to their name and press **Submit**.
How to add users to a Blackboard course  
Centre for Quality Support and Development

Step 4
This will take you back to the Add Enrolments screen.
Now use the drop-down list to choose the appropriate Role in the course.

Roles available to select are:

- **Student**
  this is the default role; no access to the Control Panel.

- **Guest**
  limited access to the course – e.g. no access to course tools or communication, may not be able to view all course content.

- **Instructor**
  full rights to manage all aspects of the course.

- **Teaching Assistant**
  fewer rights than an Instructor, but access to most parts of the Control Panel.

- **Course Builder**
  access to most parts of the Control Panel, but not to the Grade Centre.

- **Marker**
  access to some parts of the Control Panel, principally the Grade Centre. No ability to upload or organise content.

Please note that the precise permissions associated with these roles are subject to change from time to time.
When done, click **Submit**.

You should see a green **Success** message:

```
Success: Enrolment added for user: zn910371
```

If there was an error you will see a red **Failure** message:

```
User does not exist: zn910xyz
```

You will also get a Failure message if the user is already enrolled on the course:

```
User is already enrolled: zn910371
```

### Why do I get a 'No users found' message when using the ‘Browse...’ button to enrol people?

1. The search criteria or details are incorrect.

   Check that the search criteria and the search information you are using are correct. If they are, then there are two other reasons why you get the message ‘No users found’.

2. The person is already enrolled on the course.

   When you use Find Users to Enrol > Browse, this only searches for and finds users who are *not already enrolled* on the course.

   Go to **Control Panel > Users and Groups > Users** to see if someone is already enrolled on the course.

3. The user has a Disabled Enrolment

   Disabled enrolments often cause confusion, because they are invisible to course Instructors even though the person’s account is enrolled on the course.

   Student enrolments become disabled in Blackboard when a student’s enrolment is removed in RISIS (the student registration system). Where appropriate, re-instate the enrolment in RISIS, and the student’s user account reappears in Blackboard again automatically overnight.

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**Note**: The **Search** feature in **Users and Groups > Users** only searches for users who are *currently enrolled on the course*. It cannot be used to find users to enrol.

### Further help

Please see additional guides on managing your course located on the **Support for Staff** tab in Blackboard.

Further help on managing users can be found on the Blackboard Help site at: [https://en-us.help.blackboard.com/Learn/Instructor/Courses/Manage_Course_Enrollment](https://en-us.help.blackboard.com/Learn/Instructor/Courses/Manage_Course_Enrollment)

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