

GUIDE TO ENROLLING STAFF

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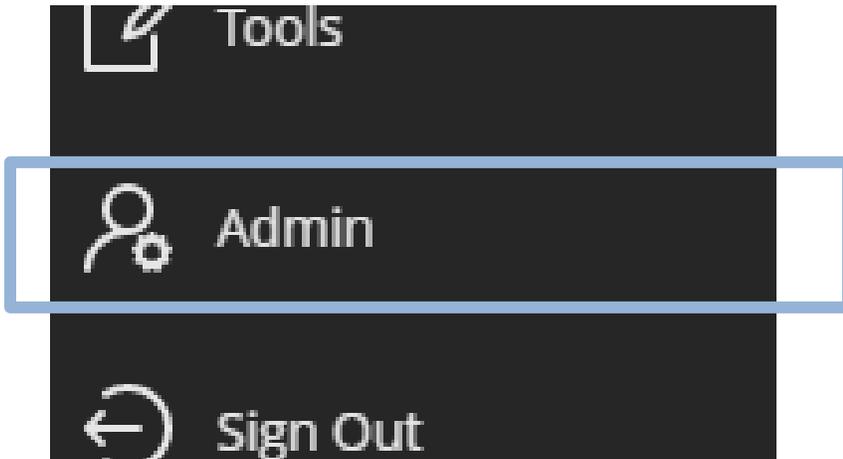
Introduction

This guide takes you through the process of adding the initial ‘Programme or Module Leader’ to a course in Blackboard. Once the first is enrolled, they can then enrol other staff themselves through the course area.

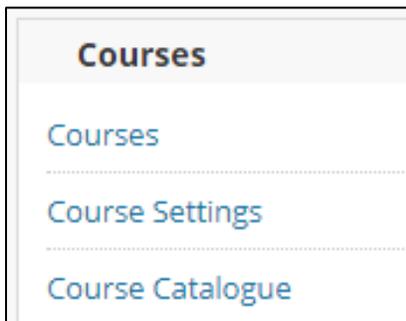
To carry out this process, you must have ‘Course Administrator’ access, which gives you access to the ‘System Admin’ tab. If you do not currently have this access, please see your programme leader or manager to confirm whether you need this access or not.

Finding the Course

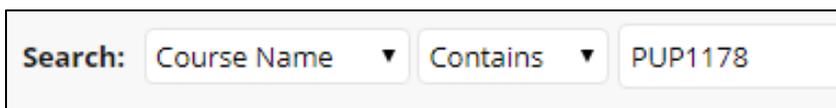
As a course administrator, when you log in, you should be able to see the ‘Admin’ button at the bottom of the left side menu of the homepage. [Click here](#) to enter the system administration page.



In the Courses section, click on the 'Courses' link.



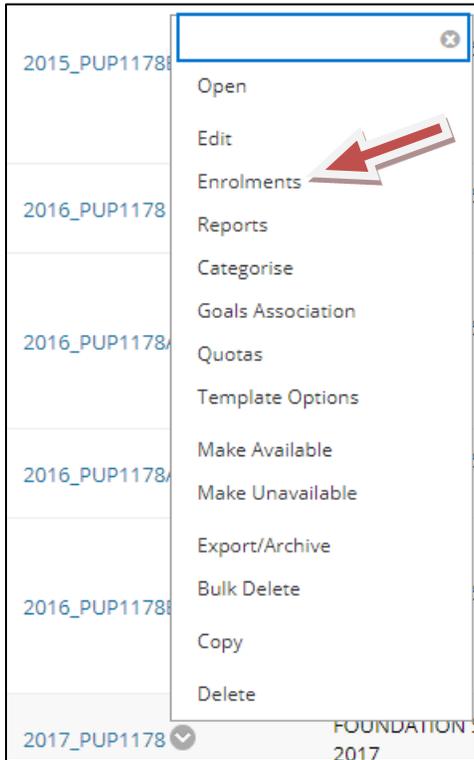
Enter the details of the course you wish to enrol a member of staff to so you can search for it. You may wish to select 'Course Name' > 'Contains' > Name of the area. You can also select different settings such as 'Course ID' > 'Contains' > Programme / Module Code.



When the list of matching courses are returned, find the relevant one, for example the course related to the current academic year.

Adding People

Click on the round grey 'action link' that appears next to the course name and select 'Enrolments' from the menu that appears.



On the following page click on the 'Enrol Users' button.

This opens the Add Enrolments page.

Add Enrolments: 2017_PUP1178

Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search for users.

* Indicates a required field.

ENROL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username

Browse...

Role

Student

You need to add a username, and select a role, before clicking the 'Submit' button.

If you do not know their username, click on 'Browse', and use the search options to find a user and their username.

The module or programme leader should be added with the 'Programme or Module Leader' role, which can be selected from the drop down menu.

Click the 'Submit' button to finish adding the user.