

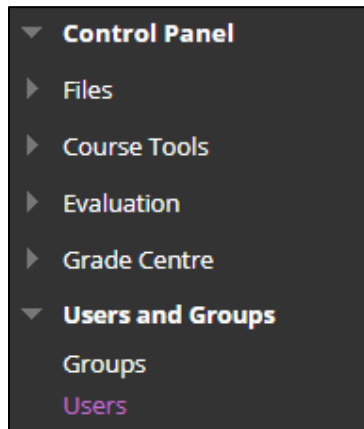
Edge Hill University

ENROLLING STAFF FROM  
WITHIN A BLACKBOARD  
COURSE

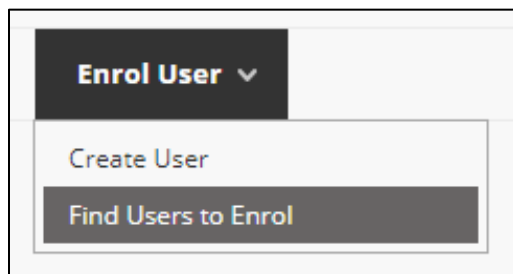
## Finding Staff

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Enter the Blackboard area that you want to add users to, and in the Control Panel choose 'Users and Groups' and then 'Users'.



On the 'Users' page select 'Enrol User' and then 'Find Users to Enrol'.



On the Add Enrolments page you need to add the username of the user that you want to add, and a course Role for the user.



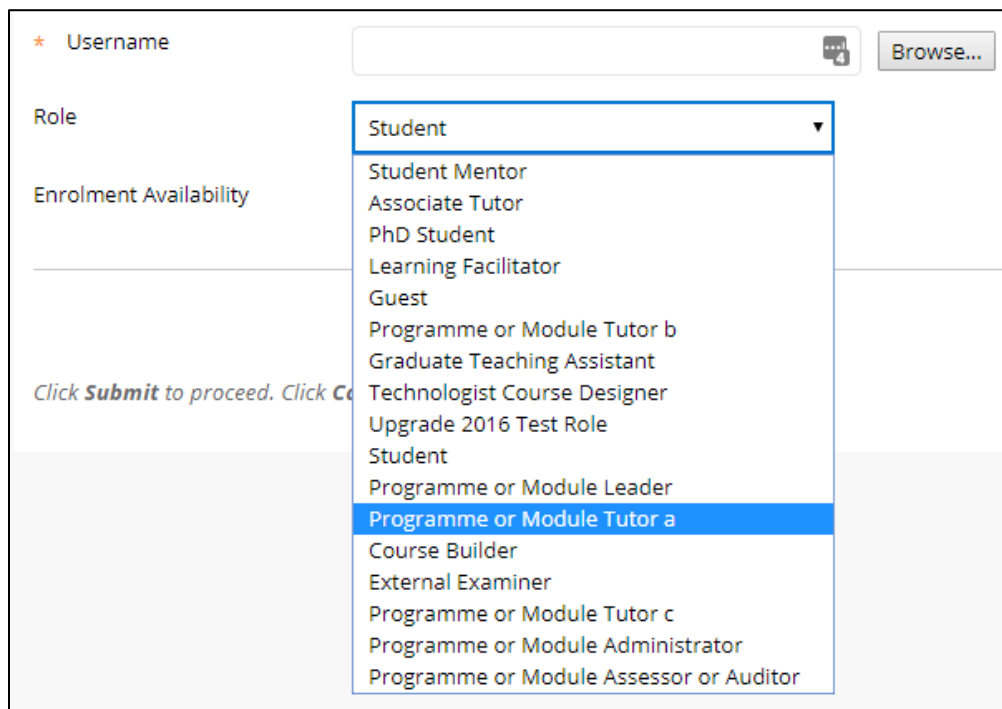
A screenshot of the Add Enrolments form. The form has two rows. The first row is labeled 'Username' with a red asterisk. It contains a text input field, a 'Browse...' button, and a small icon. The second row is labeled 'Role' and contains a dropdown menu with 'Student' selected.

Add the users' username in the 'Username' box, or if you don't know it, use the 'Browse...' button to search for it.

## Giving a Course/Organisation Role

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From the 'Role' drop down menu you have a range of options.



The screenshot shows a form with the following elements:

- Username:** A text input field with a red asterisk on the left and a 'Browse...' button on the right.
- Role:** A dropdown menu with 'Student' selected. The menu is open, showing a list of roles: Student, Student Mentor, Associate Tutor, PhD Student, Learning Facilitator, Guest, Programme or Module Tutor b, Graduate Teaching Assistant, Technologist Course Designer, Upgrade 2016 Test Role, Student, Programme or Module Leader, Programme or Module Tutor a (highlighted in blue), Course Builder, External Examiner, Programme or Module Tutor c, Programme or Module Administrator, and Programme or Module Assessor or Auditor.
- Enrolment Availability:** A text input field.
- Footer:** A note that says 'Click **Submit** to proceed. Click C...

Usually you will be adding staff to the course. If you want the use to have full access to the course area choose 'Programme or Module Leader'. If you want a restricted level of access 'Programme or Module Tutor a' is the most common Role. There is more information in the guide '[LTD1018: Course & Organisation Roles in Blackboard](#)'.