

How to Add and Remove Students to/from a Blackboard Course?

Self-Registration

1. **Currently, students are required to add themselves to courses on the Blackboard system. To make this possible, instructors have to set each course to enable self-registering by the students.** The procedure for this is as follows:

- Ensure that you are in the *Teach* or *Build* mode (click on the *Teach* tab or the *Build* Tab at the top of the course page).
- In the *Instructor Tools* or *Designer Tools* on the left, click on *Manage Course*
- Click on *Settings*
- Under *Administration*, click on *User Manager* (last item in column)
- Select “*true*” for the statement “*Allow users to register themselves as a student in a section*”.
- Click on *Save Values* at the bottom.

When you are satisfied that all your students have been added to the course you should repeat the process and disable the self registration.

when you are ready for your courses to be archived, you should ensure that the self registration feature is disabled.

Adding Students Manually

Where necessary, instructors can add individual students to a course if the self-registration feature is turned off. To do so, the student must already have been added to the Blackboard database and the instructor will need to know their username (usually their UWI ID number).

To enroll a student into your course:

1. Click on the **Teach** tab.

2. From the left-hand **Instructor Tools** click on **Grade Book**.
3. From towards the top left-hand side of the screen, click on the second button, **Enroll Members**.
4. Enter the username in the box provided.
5. Click in the box to the left of **Student**.
6. Click on **Enroll**.
7. Click on **Save**.
8. This student will now be able to access your course.
9. If an individual is not registered in the Blackboard database they will need to contact the **Computer Centre Help Desk**, ComputerCentreHelpDesk@cavehill.uwi.edu, and they will register them.

Removing Students from a Course

You can, if you wish, remove students individually from your course at any time.

In order to do this:

1. Click on the **Teach** tab.
2. From the left-hand **Instructor Tools** click on **Grade Book**.
3. Click in the box to the left of name(s) of the student(s) you wish to remove.
4. Click on the **Unenroll** button located towards the bottom right of the screen.
5. You will be asked “Are you sure you want to unenroll the selected **member(s)** from this course?”. Click on **OK**.
6. The student(s) will be removed from your course.