

How do I Enroll an Existing Group of Users into a Course?

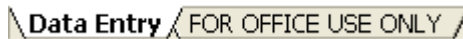
Blackboard allows School Coordinators to perform the Student Batch Enrollments for your school. Instructors will complete and submit a Batch Enroll Request Excel file to you.

Prepare Text File

1. Open the **Excel file**.

Batch Enroll Request 2007-2008	
Use this form to request the addition of existing users to an existing course.	
To be submitted by Blackboard School Coordinator ONLY.	
Blackboard School Coordinators will complete within 5 work days	
School Name:	ABC Elementary
Course ID:	683.cthomas33.course_1.2007
Instructor Name:	Chris Thomas
Blackboard Username (i.e. mjones)	
1	2575454
2	13576844
3	53459941
4	zrogers
5	sjohnson45
6	23235519
7	

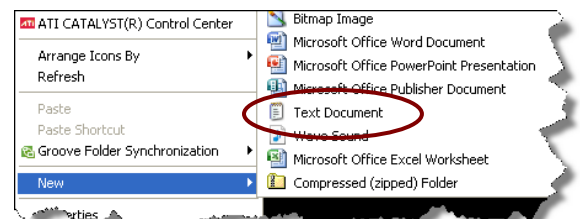
2. There are two tabs in the Excel file. The Data Entry Tab displays all the information the instructor has entered. Make sure that they have correctly entered the Course ID.



3. Click **FOR OFFICE USE ONLY** tab.
4. Click in **cell a4** and highlight as far down in the A column as you need to highlight every entry with a username and course id.

	A	B
1	Enrollment for Course	683.cthomas33.course_1
2		
3	Course ID	
4	"683.cthomas33.course_1.2007";"2575454"	
5	"683.cthomas33.course_1.2007";"13576844"	
6	"683.cthomas33.course_1.2007";"53459941"	
7	"683.cthomas33.course_1.2007";"zrogers"	
8	"683.cthomas33.course_1.2007";"sjohnson45"	
9	"683.cthomas33.course_1.2007";"23235519"	
10	"683.cthomas33.course_1.2007";"	
11	"683.cthomas33.course_1.2007";"	

5. Press **Ctrl+c** to copy the cells.
6. Minimize **all open windows** and right click on your **desktop**.
7. Select **New > Text Document** from the pop-up menu.



8. Name the file **batchenrollments.txt** and open it.
9. Now press **Ctrl+v** to paste the batch enrollment information into the document.
10. Save the **document**.

Use Blackboard to Complete Enrollment into Course

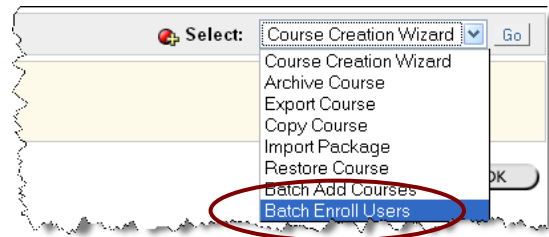
1. Log in to Blackboard at <http://blackboard.wcpss.net/>
2. Click **System Admin** tab.



3. Click the **Courses** link in the Blackboard Learning System box in the upper left portion of the screen.



4. Select **Batch Enroll Users** from the Select menu on the right side of the screen.



5. Click .
6. Click .
7. Highlight the **text document** you just saved.
8. Click .
9. Click .

Note: If you receive any errors, be sure to contact the teacher for clarification. You may need to request a new student account if a student's account doesn't exist.

10. Confirm the completion of the batch enrollment with the requesting teacher once you are done.