

How do I Batch Enroll Users into a Course?

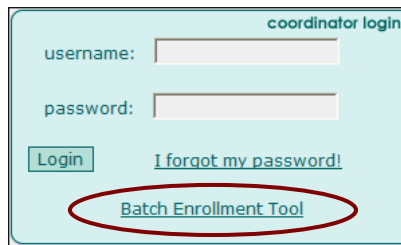
Batch enrolling existing Blackboard user accounts into a course saves a course instructor from having to enroll each user one at a time manually. The process involves two separate processes:

1. The instructor provides their Blackboard Coordinator with a text file with the course ID and usernames included.
2. The Coordinator uses Blackboard to batch enroll the users into the course using the file given to them.

Preparing the Text File

The instructor will:

1. Visit <http://bbadmin.wcpss.net>
2. Click **Batch Enrollment Tool**.



3. Enter the **course ID** for your course. (ex: 402.jsmith.my_course.2006)

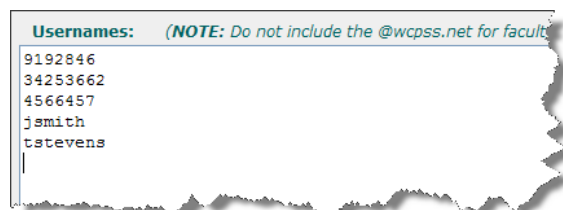


- To locate your course ID, log into the course you would like these users added into and click **Control Panel**. The course ID is the portion before the colon (not including the colon) in the blue bar near the top.



4. Copy and paste or type in **one username per line** into the Usernames: area of the screen until all users have been entered.

NOTE: Do not include @wcpss.net.

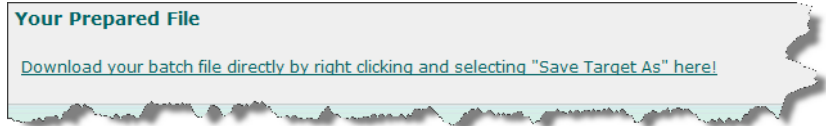


Blackboard Admin Portal

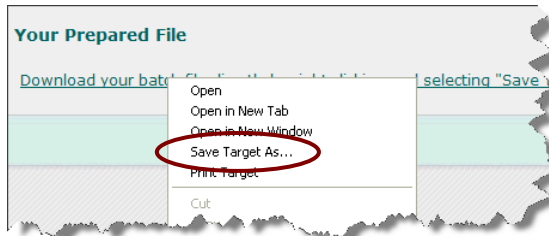
Batch Enrollment into a Course

5. Click .

6. Right click on the link under "Your Prepared File".

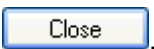


7. Select "Save Target As..."



8. Choose a **location** for the file, such as Desktop.

9. Click .

10. Click .

11. Email the file to one of your Blackboard Coordinators. To locate your school's Blackboard Coordinators, go to <http://bbsupport.wcpss.net/coord-search.php>.

Completing the Batch Enrollment Process

Once the instructor has provided the Coordinator with the file, the Coordinator will:

1. Save **the text file** given to you by the instructor to your computer.

2. Log in to Blackboard at <http://blackboard.wcpss.net/>

3. Click **System Admin** tab.



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



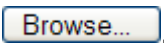
Blackboard Admin Portal

Batch Enrollment into a Course

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



6. Click .

7. Click .

8. Highlight the **text file** you saved to your computer. The file name will be “batchenroll-today’s date”.

9. Click .

10. 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.

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