

How do I Batch Enroll Users into one of my Courses?

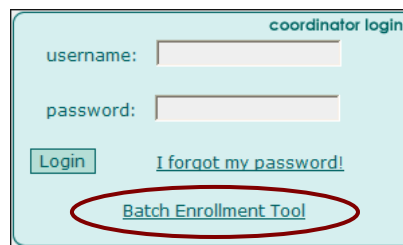
Batch enrolling existing Blackboard user accounts into a course saves a course instructor from having to enroll each user one at a time manually. The process involves two separate processes:

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.

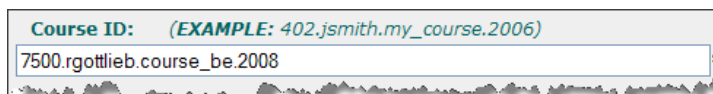
Preparing the Text File

The instructor will:

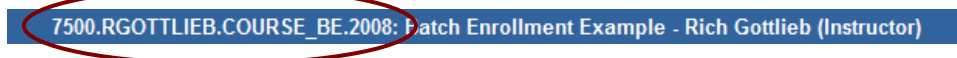
1. Visit <http://bbadmin.wcpss.net>
2. Click **Batch Enrollment Tool**.



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

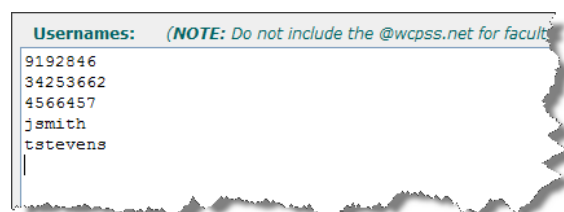


- To locate your course ID, log into the course you would like these users added into and click **Control Panel**. The course ID is the portion before the colon (not including the colon) in the blue bar near the top.



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.

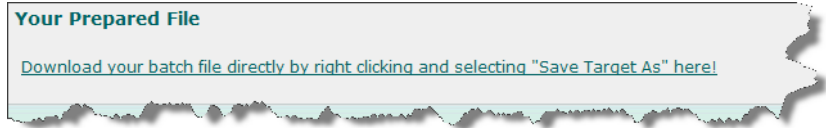


Blackboard

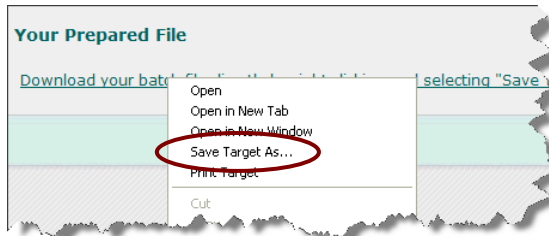
Batch Enrollment into a Course

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>.

Your Coordinator will let you know when your enrollment request has been completed.