

## How do I Enroll a Student into My Course?

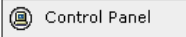
**(NOTE:** For purposes of this manual all course participants will be referred to as students, but the word students can be used interchangeably with user in the case of departments.)

### Course Enrollment Options

Blackboard provides two choices for course enrollment:

1. **Self-Enrollment** – Any Blackboard user may enroll in your course by clicking the Enroll button located next to your course’s description in the course catalog. You can also allow users to self-enroll and require a password. This has typically been the most popular way to enroll staff members in courses.
2. **Manual Enrollment** – The course instructor enrolls students that will be participating in the course either by providing their Blackboard Coordinator a Batch Enrollment File or by manually selecting each user. This has typically been the most popular way to enroll students into courses.

### Modifying Course Enrollment Options

1. While in your Blackboard Course, click  Control Panel .

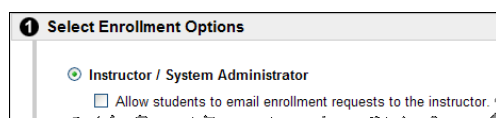
2. Click on the Settings link in the Course Options area.

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Course Copy</a>
<a href="#">Course Design</a>	Import Course Cartridge
<a href="#">Manage Tools</a>	Import Package
<a href="#">Settings</a>	<a href="#">Export Course</a>
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>

3. Click the Enrollment Options link.

▶ <a href="#">Course Name and Description</a>
▶ <a href="#">Course Availability</a>
▶ <a href="#">Guest Access</a>
▶ <a href="#">Course Duration</a>
▶ <a href="#">Enrollment Options</a>
▶ <a href="#">Categorize Course</a>
▶ <a href="#">Course Entry Point</a>
▶ <a href="#">Observer Access</a>
▶ <a href="#">Set Language Pack</a>

4. Instructor/System Administrator is selected by default. This means you will need to manually enroll each student in your course or utilize the batch enrollment process. You can also allow students to generate an enrollment request email to you, which you then approve or deny enrolling students.

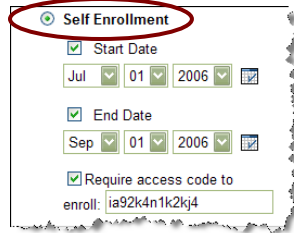


**1 Select Enrollment Options**

Instructor / System Administrator

Allow students to email enrollment requests to the instructor.

5. Click the radio button next to the Self Enrollment option to allow students to enroll themselves in your course. You can select the start date, the end date, and even require a special access code to self enroll in the course by clicking the appropriate checkboxes and filling in the options.



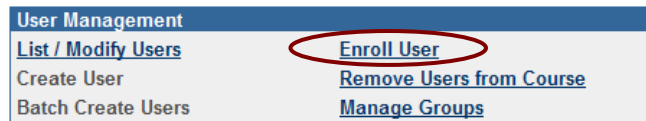
6. Click .

7. Click .

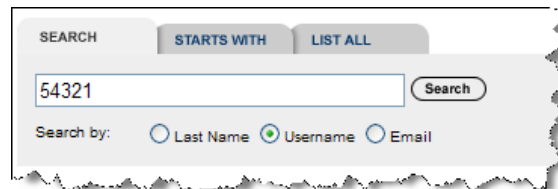
## Enrolling Students

1. While in your Blackboard Course, click .

2. Click the Enroll User link.

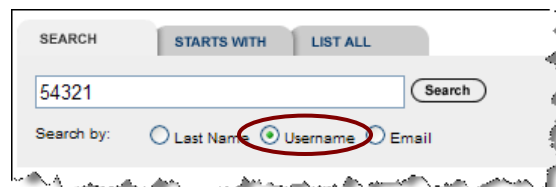


3. Type in the user's Username.



- a. Students – NCWise Number is the student's username.
- b. Faculty/Staff – Email ID is the faculty/staff member's username. (The part before the @wcpss.net.)

4. Click the Username radio button.



5. Click .

6. Click the checkbox to the left of the student's name that you wish to enroll.

Add	Name	Username	Email	Role
<input type="checkbox"/>	Student, Jon	54321	<a href="mailto:bbstudent@wcpss.net">bbstudent@wcpss.net</a>	None

7. Click .

8. Click .

### I cannot find a student!!!



You can only enroll users who are both in Blackboard already and are NOT already enrolled in your course. 90% of the time the user has already been enrolled in the course you are trying to re-enroll them in!