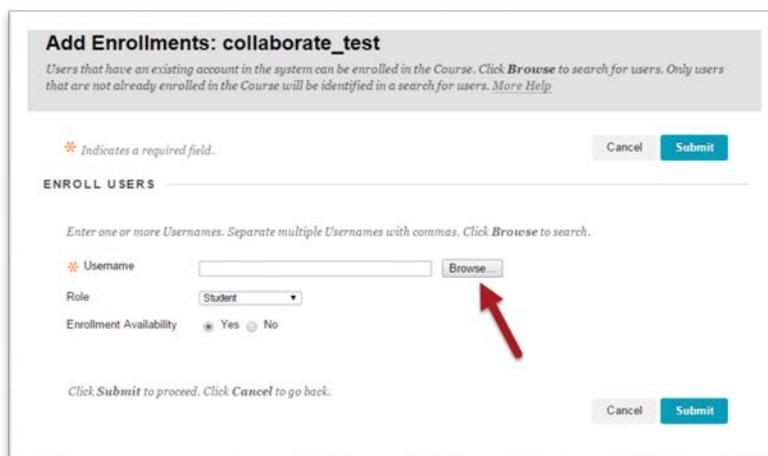In Blackboard, it is possible to manually add users to a course shell whether it be a live course that has students populated from Banner or another shell that you are using for purposes outside of teaching (ex: development.) When manually adding users to your course, you have the ability to select the role that you wish to grant the user. For example, instructors may add other instructors and give them full editor access if they are co-teaching or co-developing a course and both need to add and edit content. Or… student access may be given to another instructor in a situation where the course is being peer reviewed and no editing rights are necessary. Below are the instructions for manually adding users and selecting the appropriate role.

1. Log in to Blackboard and access your course

2. On the Control Panel, click on "Users" from the Users and Groups dropdown area.
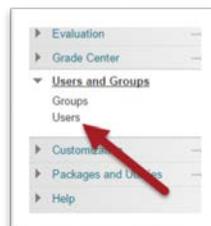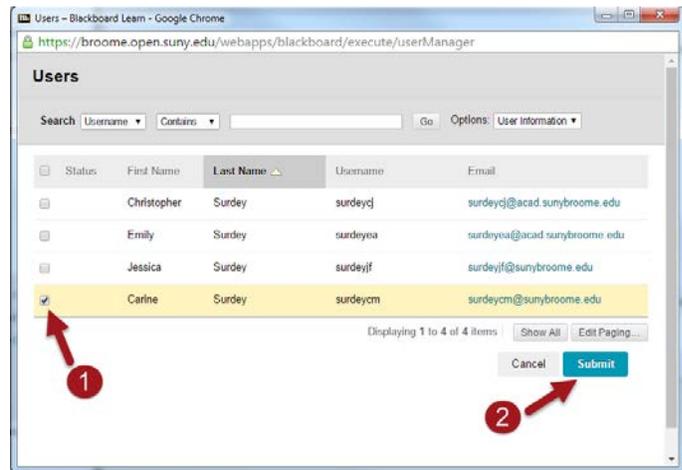
3. From the "Enroll User" button on the Action Bar, select "Find Users to Enroll"

4. If you know the user's Blackboard username, you can type it in the box, otherwise, click on the "Browse" button.

5. In the Search area, type in the user's last name (or partial last name) and click the **Go** Button.

6. Select the user from the list of names that appears **(1)** and click the Submit Button **(2)**.

7. This will bring you back to the Add Enrollments Screen. The username of the person you wish to add should be populated in the Username field **(1)**. Select the Role that you would like the user to have in the course **(2)**. (Remember: If you give someone "Instructor" access to your course, they will have the ability to add, change or delete content and will have full access to the Grade Center.) After you have selected the desired role, click the **Submit** button **(3)**.
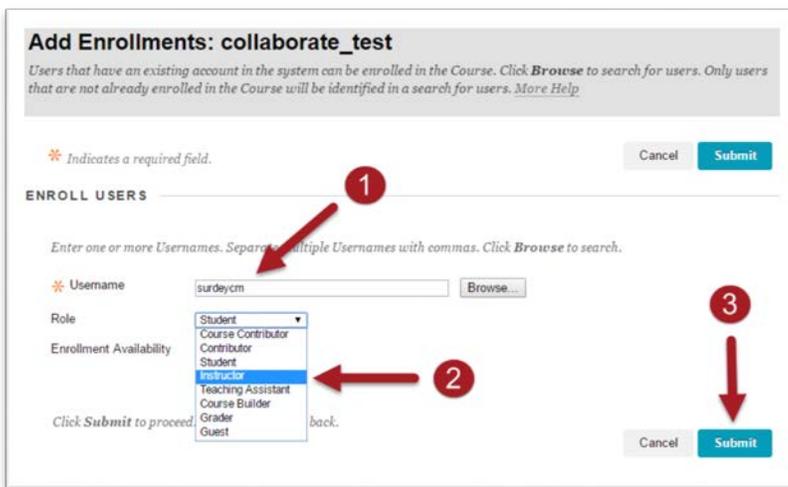
You should now see the user added to your Enrollment list with the role that you gave them indicated.
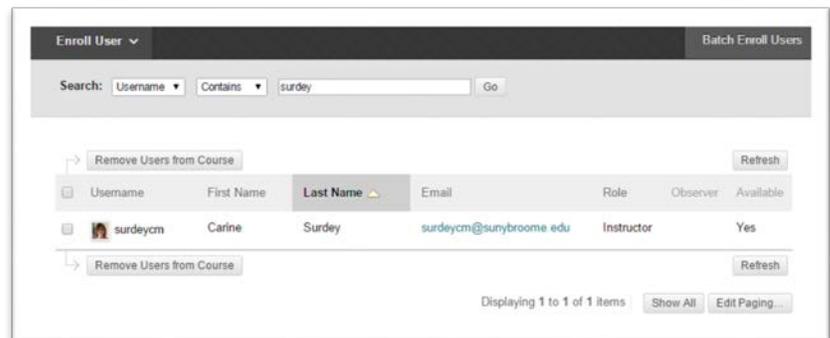
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Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty and Department Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.