



Enroll and Drop a student from your Course (Blackboard)



ENROLLING A STUDENT INTO COURSE

Note: You do not need to manually enroll students in your Blackboard courses.

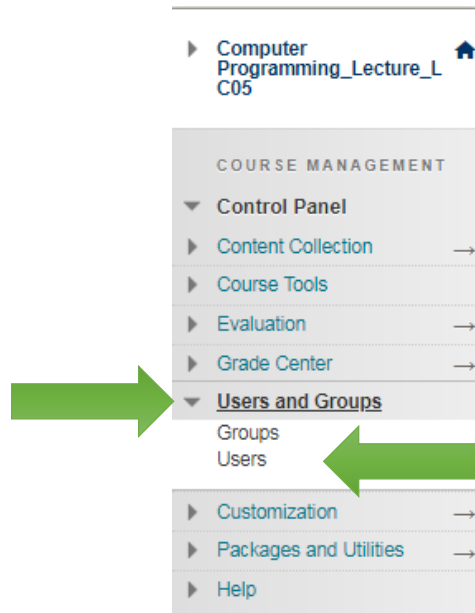
Blackboard's student enrollment data comes directly from the RCYCI Student Information System (SIS) and is updated at the end of every week. When a student officially enrolls or drops in your course, that student is automatically added or removed from your Blackboard course roster after updating.

Please note that Blackboard automatically prevents you from accidentally enrolling a student into the same course twice. To see a list of students already enrolled in your course:

1. Select course from course list where you want to enroll student.



2. On your course's Control Panel, under **Users and Groups**, click **Users**.



3. Choose **“Not Blank”** [This tells Blackboard to display all users.] and Click Go.

Users

Enroll User ▾

Search: Username ▾ Not blank ▾ Go

Remove Users from Course Refresh

<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	4110428	MOHAMMAD	ABDULKARIM	Mohammad.tahir16.m@gmail.com	Student		Yes
<input type="checkbox"/>	4110374	MOHAMMED	AKBAR	m0o0.akbar@gmail.com	Student		Yes

To add additional students to your Blackboard course roster.

1. On your course’s Control Panel, under **Users and Groups**, click **Users**.

Computer Programming_Lecture_L C05

COURSE MANAGEMENT

- Control Panel
- Content Collection →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups**
 - Groups
 - Users**
- Customization →
- Packages and Utilities →
- Help

2. Go to **Find Users to Enroll** (Note: This step confuses some. Do NOT click or use the search box. Instead, click the Find Users to Enroll button in the upper left corner of the page.)

Users

Enroll User ▾

Create User

Find Users to Enroll

Go

3. Click **Browse**.

- If you know the student’s Blackboard username, manually type it into the **Username** box.
- Leave the Role pull-down list set to **Student**.
- Leave Enrollment Availability set to **Yes**.
- Click Submit.
- Do NOT click the browse button. Instead, once you have keyed in the student’s username, click directly **Submit** after enter username.
- If you **do not know** the student’s Blackboard username, leave the Username box empty and click the **Browse** button and then search for the student proceed directly to **Step 4**.

Add Enrollments: ELET104_1_LC05_1963_2201
*Users that have an existing account in the system can be enrolled in the course. Click **Browse** to search for users. Only users that are not already enrolled in the Course will be identified in a search for users. [More Help](#)*

* Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username

Role

Enrollment Availability Yes No

*Click **Submit** to proceed.*



4. Select **Username** from dropdown box and type user name in search box then press **Go**.

Users – Blackboard Learn - Google Chrome

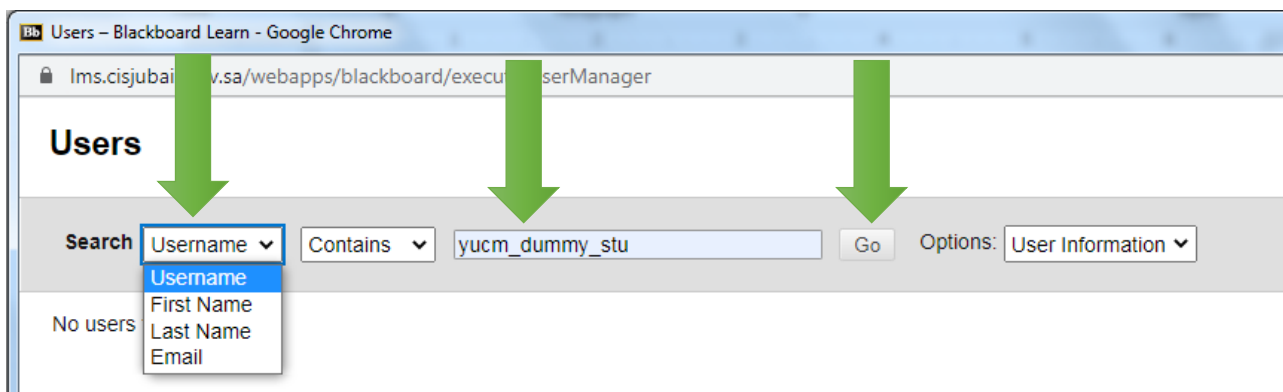
Users

Search Options:

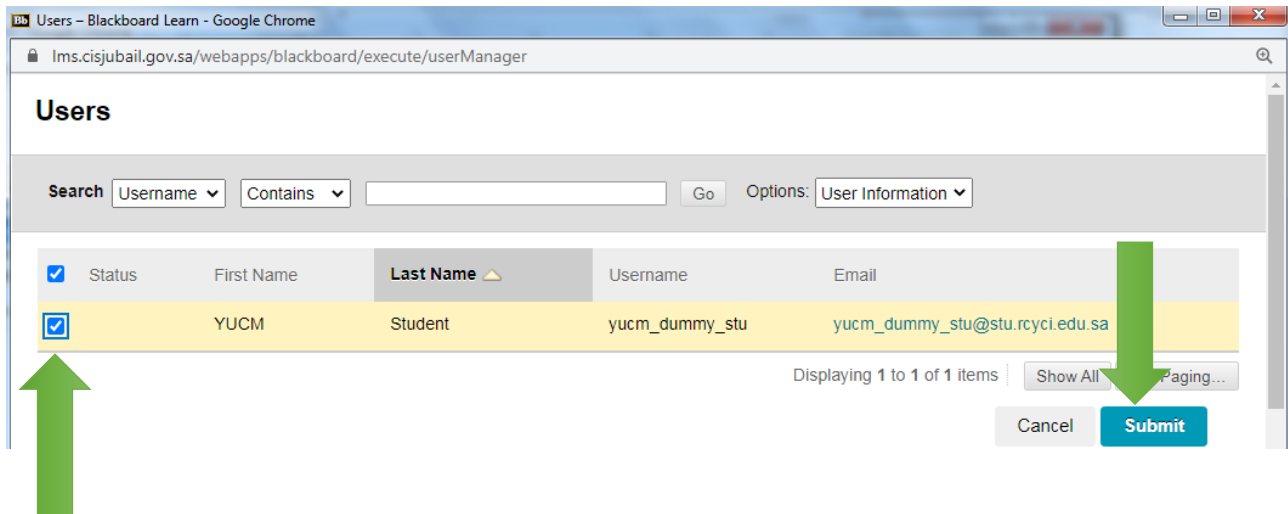
Options:

No users

- Username
- First Name
- Last Name
- Email



5. Click to select student and press **Submit**.



6. Click **Submit** to Enroll selected student your list.

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ENROLL USERS

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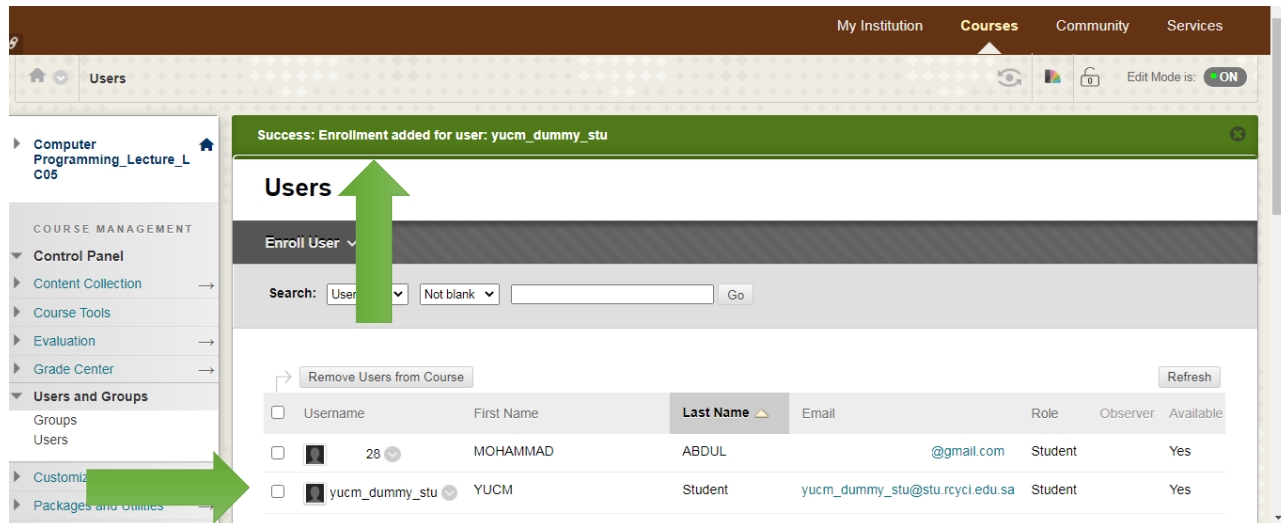
* Username

Role

Enrollment Availability Yes No

Click **Submit** to proceed.

7. Process Success completion message appears and the newly enrolled student has been added in list.



The screenshot displays a web application interface with a top navigation bar containing 'My Institution', 'Courses', 'Community', and 'Services'. Below this, a breadcrumb trail shows 'Users'. A green success message banner at the top reads 'Success: Enrollment added for user: yucm_dummy_stu'. Below the message is a 'Users' section with an 'Enroll User' dropdown and a search bar. A table lists users with columns for Username, First Name, Last Name, Email, Role, Observer, and Available. The table contains two entries: one for 'MOHAMMAD ABDUL' and another for 'yucm_dummy_stu'. A green arrow points to the success message, and another points to the 'Users' menu item in the left sidebar.

Remove Users from Course	Refresh						
<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	28	MOHAMMAD	ABDUL	@gmail.com	Student		Yes
<input type="checkbox"/>	yucm_dummy_stu	YUCM	Student	yucm_dummy_stu@stu.rcycl.edu.sa	Student		Yes

DROP (REMOVE) A STUDENT FROM COURSE

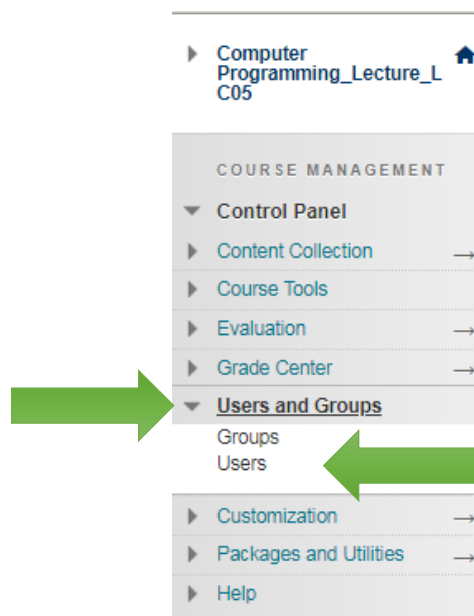
PLEASE NOTE: Be careful when removing students manually from Blackboard course as all information associated with the student (including grades and assignment submissions) will be deleted. Before removing students, make sure you do not need to refer back to these students' grades, assignments, quizzes, etc. from the Blackboard course site. Please wait until next user data update from SIS to Blackboard a student drops automatically from your course.

Manual Student Drop/Remove

1. Select course from course list where you want to drop/remove student.



2. On your course's Control Panel, under **Users and Groups**, click **Users**.



3. Select **Username** from first dropdown **Contains** from the second search option and type the **user name** you want to delete in search box and press Go.

Username	First Name	Last Name	Email	Role	Observer	Available
411	MOHAMMAD	ABDULKARIM	16.m@gmail.com	Student		Yes
4110	MOHAMMED	AK	@gmail.com	Student		Yes
4110	AHMAD	ALAHMADE	Ha9Qdv0500@gmail.com	Student		Yes

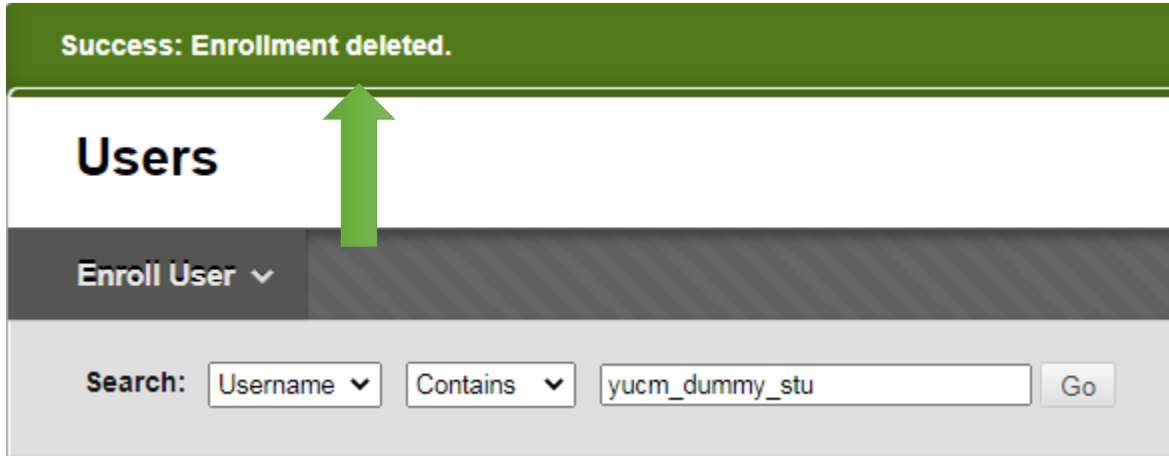
4. Select the **checkbox** to the left of the student's name. Select the “**Remove Users from Course**” button.

Username	First Name	Last Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/> yucm_dummy_stu	YUCM	Student	yucm_dummy_stu@stu.rcyci.edu.sa	Student		Yes

5. Click “**OK**” to delete.

lms.cisjubail.gov.sa says
 This action is final and cannot be undone. Delete users?

6. A “**Success: Enrolment Deleted**” confirmation message appears on screen. Note that the student's name no longer appears in the list of students in your course.



Support:



Scan for
E-Learning Agency Website



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BB Support Form



Scan for
Email at BB_Support