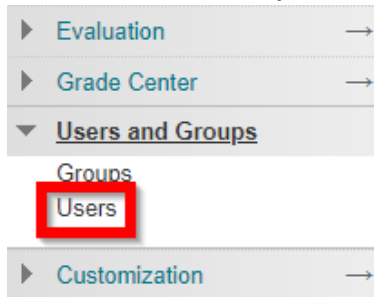


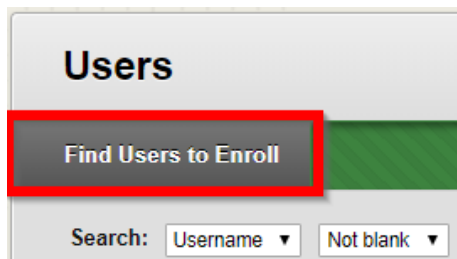


Adding Users to your Course

1. Log into Blackboard and select your course.
2. Under **Users and Groups** click **Users**.



3. Click **Find Users To Enroll**



4. Click **Browse ...**

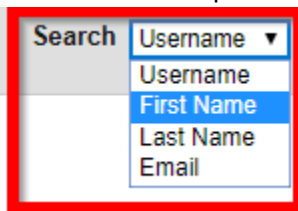
*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

* Username

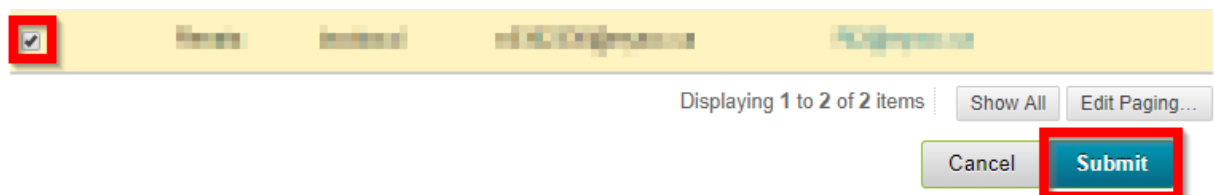
Role

Enrollment Availability Yes No

5. Choose a search option that best fits your needs:



6. Select the check box and click **Submit**

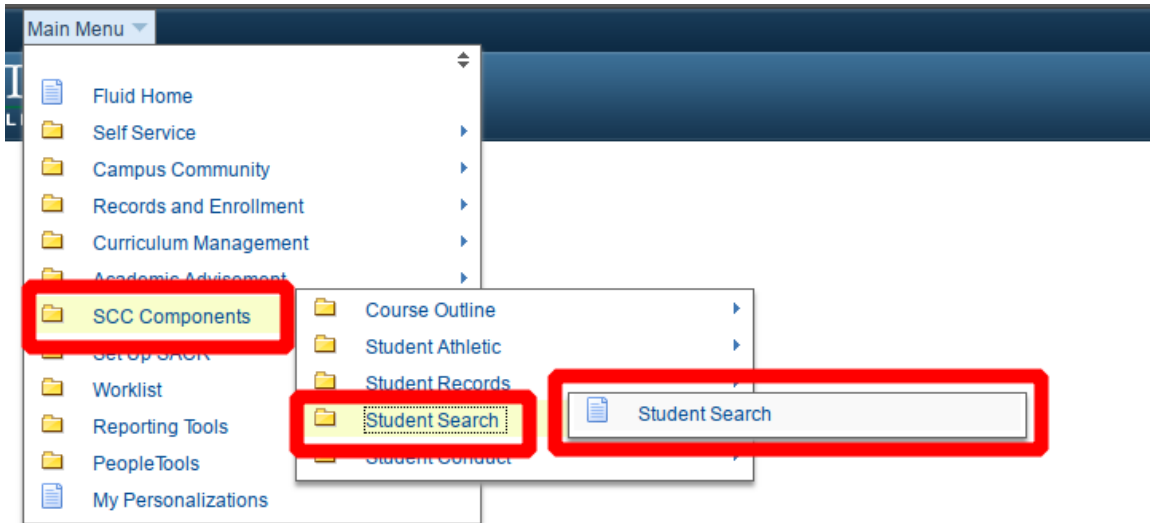


7. The username should be filled in, now click **Submit**.



Optional: Getting a student's email from SIS

1. Log into SIS and go to **Main Menu > SCC Components > Student Search > Student Search**



2. You will see this screen:

Student Search

Search ID: Clear All

Detail

Name: Unlock Profile

Birthdate:

Peoplesoft Account Information

User ID:	Applicant Role:
Last Pwd Change:	Student Role:
Last Signon Dttm:	
Last Update Dttm:	by:

Email Addresses Personalize | Find | | First 1 of 1 Last

Type	Email Address



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- Now type in the student id and hit the **Enter Key**. You'll see the students email highlighted in the position below.

Student Search

Search ID: Clear All

Detail

Name: Franco Iacobacci Unlock Profile

Birthdate:

Peoplesoft Account Information

User ID:	<input type="text"/>	Applicant Role:	<input type="text"/>
Last Pwd Change:	<input type="text"/>	Student Role:	<input type="text"/>
Last Signon Dttm:	<input type="text"/>		
Last Update Dttm:	<input type="text"/>	by:	<input type="text"/>

Email Addresses Personalize | Find | | First 1-3 of 3 Last

Type	Address
Business (St. Clair)	fiacobacci@stclaircollege.ca
Home	<input type="text"/>
Other	<input type="text"/>