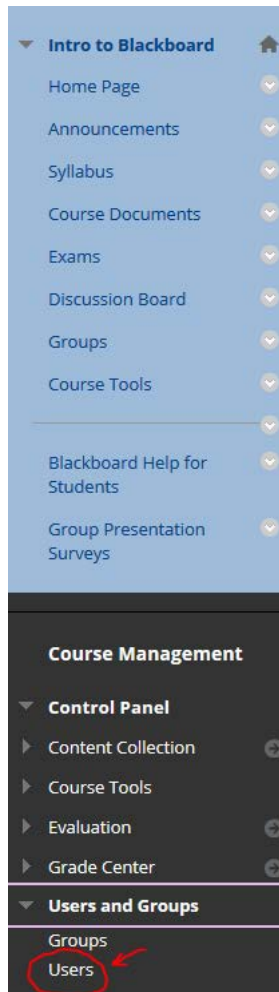


How to Add Users to Blackboard

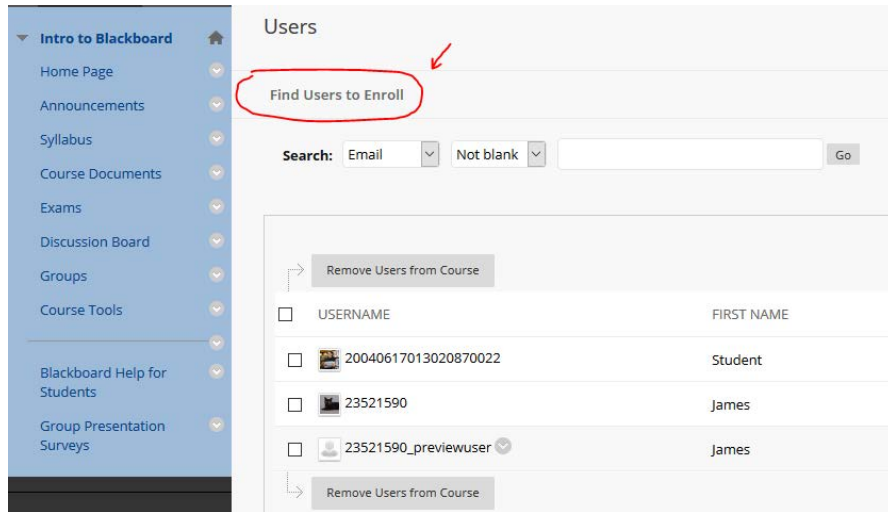
Step 1) Collect the User's **EMPL ID or Employee ID**. The EMPL ID is also known as the **CUNY First ID**. You will need to enter this info to complete the process. All students, staff, and faculty have an EMPL ID.

Step 2) Log into your course on Blackboard.

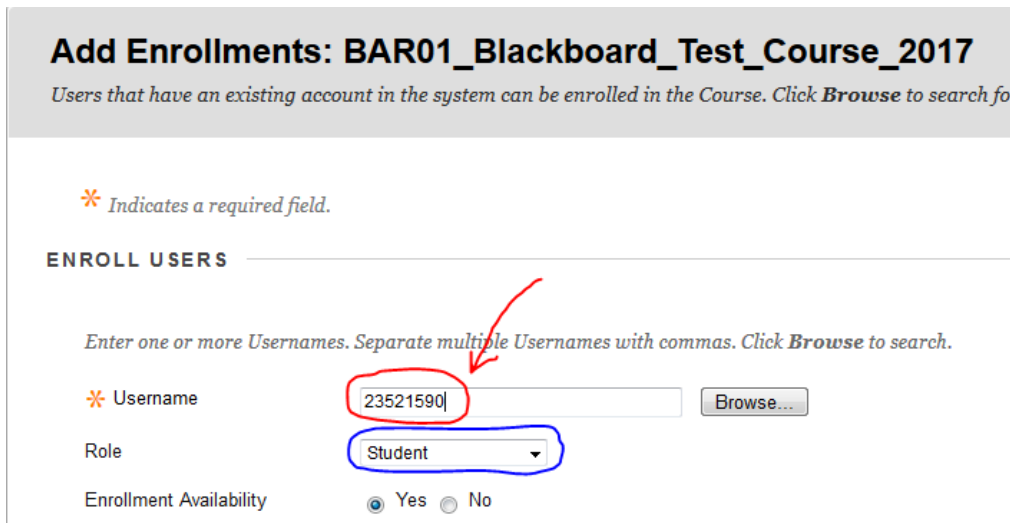
Step 3) On the left, under the Course Management panel, click "Users" within "Users and Groups".



Step 4) Click “Find Users to Enroll”



Step 5) Enter the EEMPLID of the individual you want to add to your course in the text box circled in red. Make sure to assign the proper “Role”, (Student, TA, Grader, Instructor, etc...) circled in blue.



Step 6) Click SUBMIT on the top or bottom right. And your student or TA is now enrolled in your course!

