



## Add a New User in Blackboard

To add one or two users manually on your course, please follow the instructions below

1

**Course Management**

- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups**
  - Groups
  - Users**

2

**Users**

**Find Users to Enroll**

Search: Username Not blank

3

**ENROLL USERS**

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

\* Username  **Browse...**

Role

Enrollment Availability ☒ Yes ☐ No

4

**Users**

Search Username Contains  **Go** Options: User Information

Enter KAU ID number → Go

<input checked="" type="checkbox"/>	STATUS	FIRST NAME	LAST NAME	USERNAME	KAU EMAIL
<input checked="" type="checkbox"/>		رضا	باجدالله		@kau.edu.sa

Displaying 1 to 1 of 1 items

Show All Edit Paging...

Cancel **Submit**

User information will appear in table below → check the user(s) → submit

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\* 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

Enter KAU ID here

Select appropriate role(Student , Instructor, Teaching Assistant,....etc) →Submit

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**Success: Enrollment added for user:**

Upon successful user addition, the user will be available on the users table