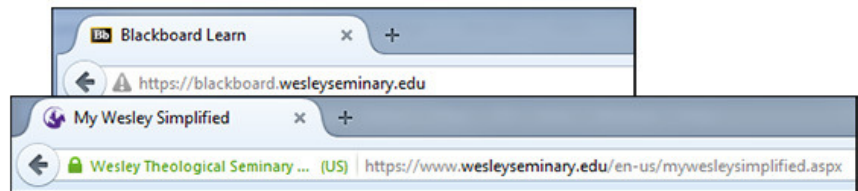


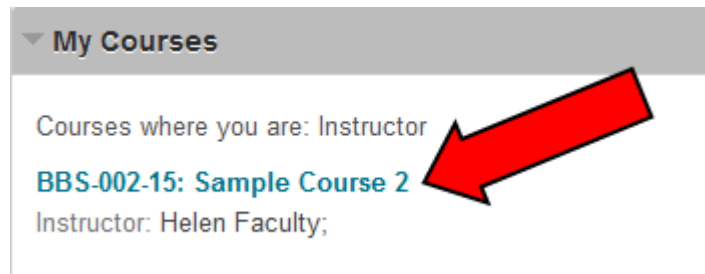
## Adding a Student

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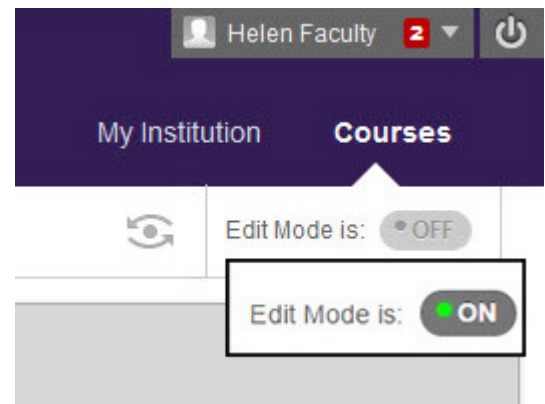
1. Navigate to Blackboard then enter your username and password.  
You can do this either through mywesley or [blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



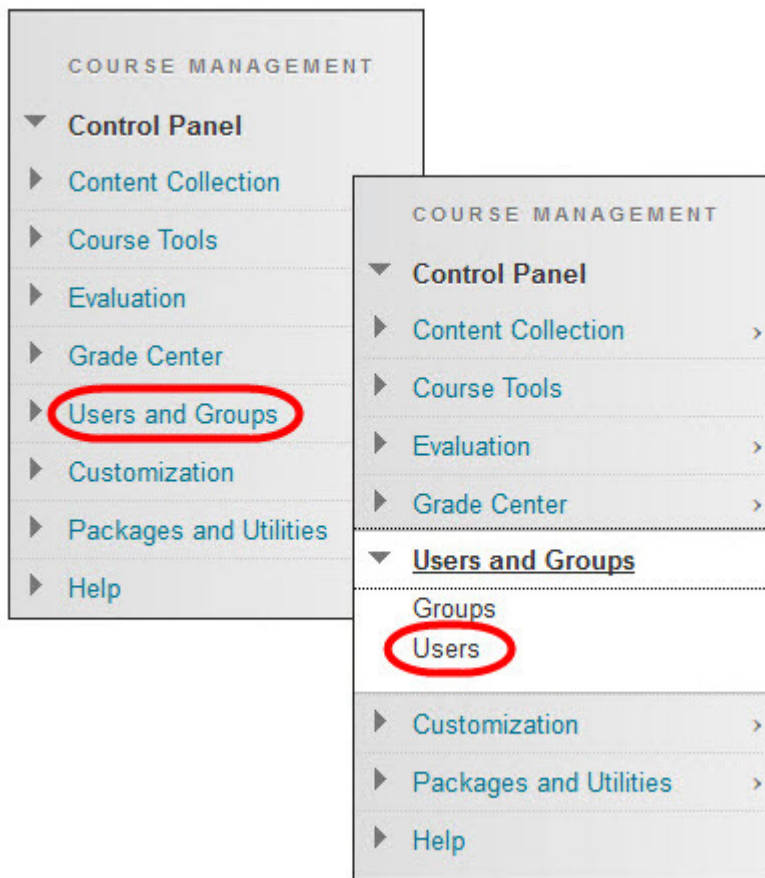
2. Enter your course.



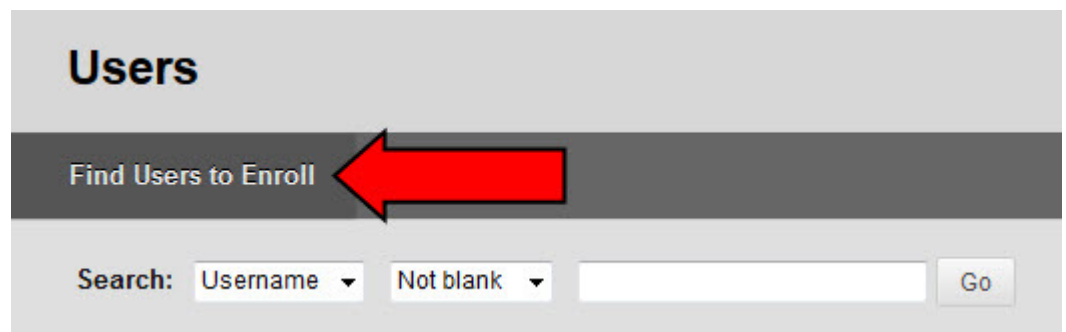
3. Make sure Edit Mode is On.



4. Click **Users and Groups** in the Course Management Menu, then click **Users**.



5. Click **Find Users to Enroll**



6. If you know the student's Blackboard username you can type it in here. If not, click Browse.

#### ENROLL USERS

\* Username

Role

Enrollment Availability  Yes  No

Two red arrows point from a central point below the 'Enrollment Availability' section to the 'Username' input field and the 'Browse...' button.

7. A new window will open. Make sure Pop-ups are on.  
Under Search, click the down arrow and select **Last Name**.

**Users**

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

Search Last Name  
Username  
First Name  
Last Name  
Email

8. Leave the second box as *Contains*. Type in the student's last name and press Enter or click Go.

**Users**

Search Last Name Contains flintstone Go

9. A list of options will show. Click the check box next to the name of the person you wish to enroll.

<input checked="" type="checkbox"/>	Status	First Name	Last Name ▲
<input checked="" type="checkbox"/>		Wilma	Flintstone

10. Scroll down to the lower right corner and click **Submit**.

Cancel **Submit**

11. Make sure the person you intend shows in the Username box.  
Click the down arrow next to Role and change the selection to **Student**.

\* Username wtsstudent001 Browse...

Role Student Student Instructor Teaching Assistant Course Builder Grader Guest

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12. Make sure the radio button next to Enrollment Availability is marked on **Yes**.

\* Username

Role

Enrollment Availability  Yes  No

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13. Click **Submit**.



*If you have any questions or problems, please contact Blackboard Support at extension 6091, 202.885.6091, or email us at [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu)*

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