

# BLACKBOARD: how to add and remove students from your class



## Introduction

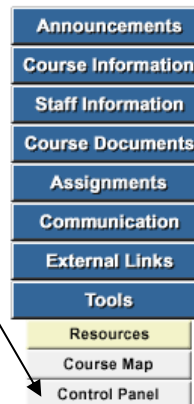
Teachers may wish to remove or add students to their blackboard classes. Usually, students add and drop classes at the beginning of the school year. This HOWTO describes how to add and drop students.

## Considerations

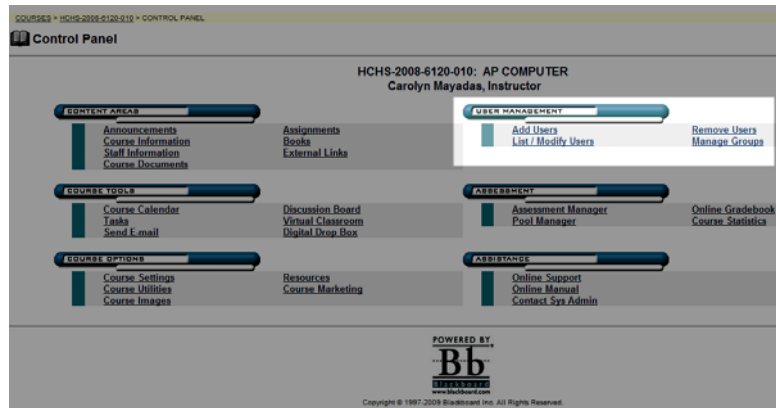
When you add a student, please use their ID number to search for them. There are thousands of users in our blackboard system, and it can take a very long time to list them all.

## HOWTO

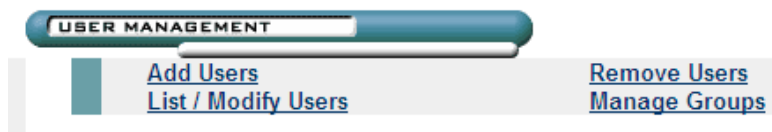
1. Login to blackboard and click on your course control panel



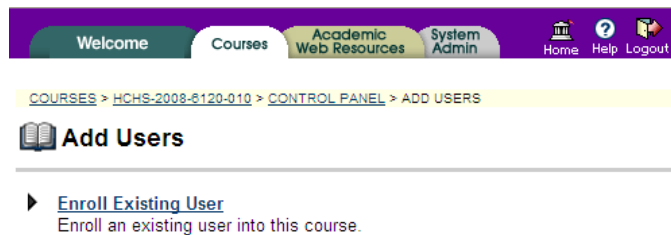
2. Please notice the user management part of your control panel.



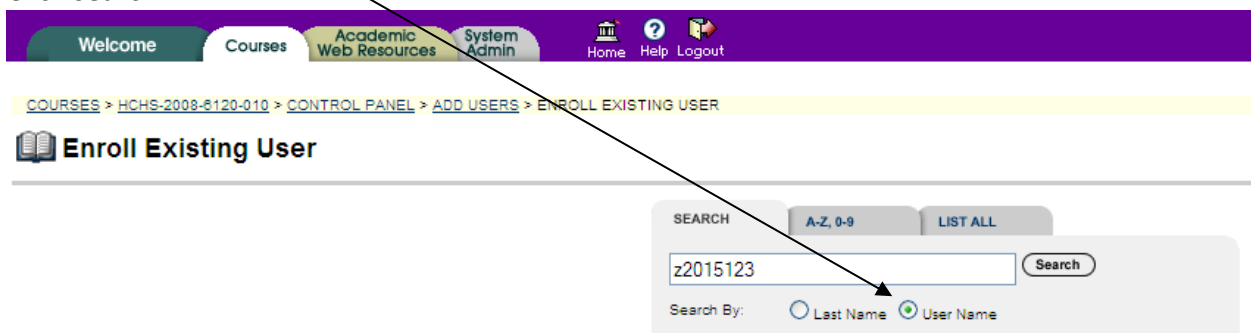
3. To add a user, click on the Add Users



4. Click on the Enroll existing user link



5. Click on the User name radio button and type the students ID. You can type partial searches. Click search.



6. Note the search results click add and then submit.

1 user(s) located  
Displaying records 1-1

ADD	NAME	USER NAME	E-MAIL	ROLE
<input checked="" type="checkbox"/>	[REDACTED]	z2015123	<a href="mailto:z2015123@hccs.hunter.cuny.edu">z2015123@hccs.hunter.cuny.edu</a>	None

Cancel Submit

7. To remove a user, click on Remove users

USER MANAGEMENT

- Add Users
- List / Modify Users
- Remove Users
- Manage Groups

8. Type the username of the student you want to remove.

Remove Users

SEARCH: A-Z, 0-9, ADVANCED, LIST ALL

Search: [ ] Search

Search By:  Last Name  User Name

OK

9. Click remove, type the word "Yes", and click submit.

1 user(s) located  
Displaying records 1-1

REMOVE	NAME	USER NAME	E-MAIL	ROLE
<input checked="" type="checkbox"/>	Lindseth, Paul	z2013123	<a href="mailto:z2013123@hccs.hunter.cuny.edu">z2013123@hccs.hunter.cuny.edu</a>	Student

Please type the word "Yes".  
Click "Submit" to remove selected items:

Cancel Submit