

Managing User (Student Role) Enrollments in/Access to Blackboard Workgroups

In instances where an institutional entity requests to use Blackboard for non-direct instructional use (online orientation, advising, faculty resources, committees), the Blackboard staff will create “workgroup” spaces in Blackboard to accommodate those requests. Please be advised that support for Blackboard workgroups is limited, as our priority is the support of Blackboard courses for credit classes.

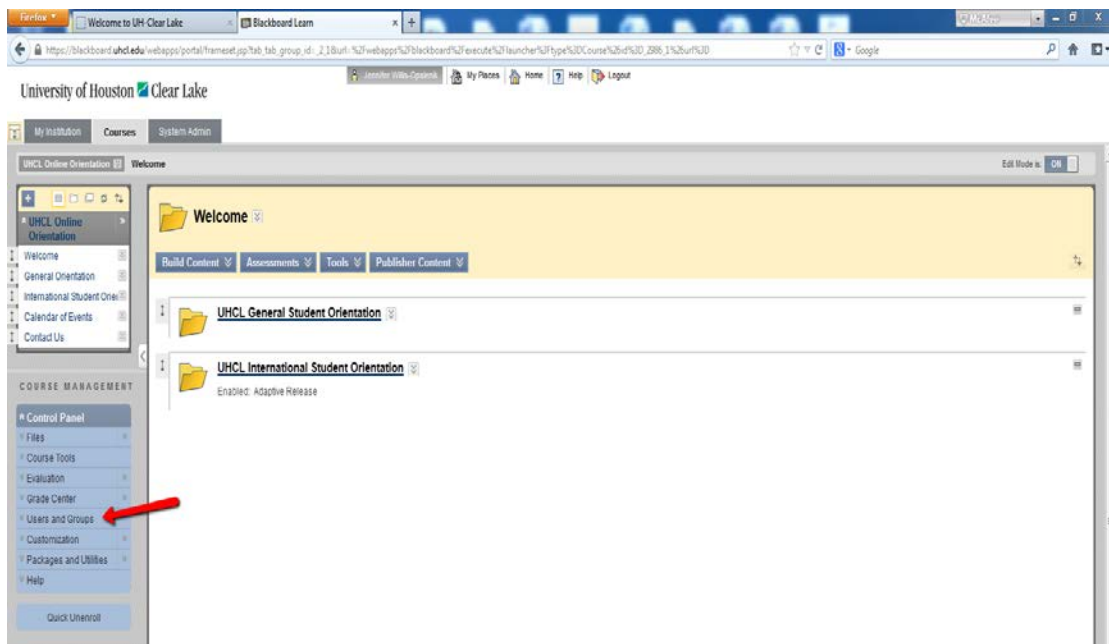
Workgroup owners are responsible for adding users to the group and users may only be granted Student role access. The following instructions explain how to add individuals as Student role participants in a Blackboard workgroup.

Accessing the Workgroup in Blackboard

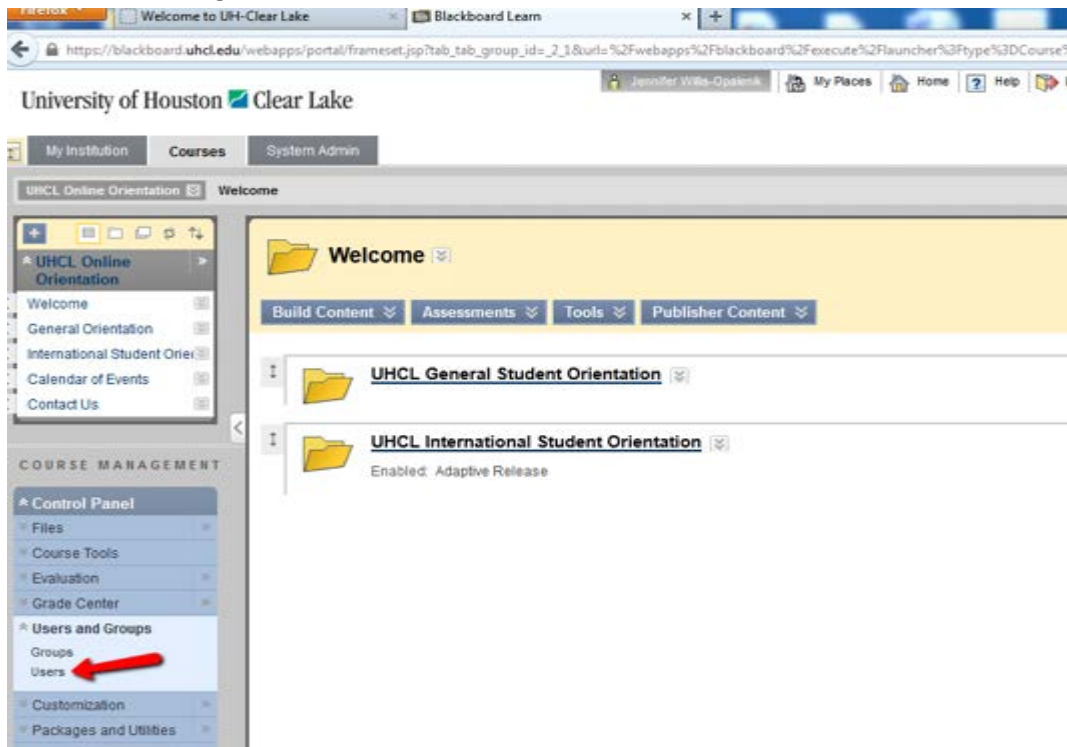
1. Log into Blackboard (<https://blackboard.uhcl.edu>). Use the same username/password that you use to log into your UHCL computer (the UHCL is not needed).
2. From the My Courses list on the right of the resulting screen, look for the sub-heading, “Courses in which you are ‘UHCL_Manual_Enroll,’” and click the name of the desired workgroup.

Adding Student Role Enrollments

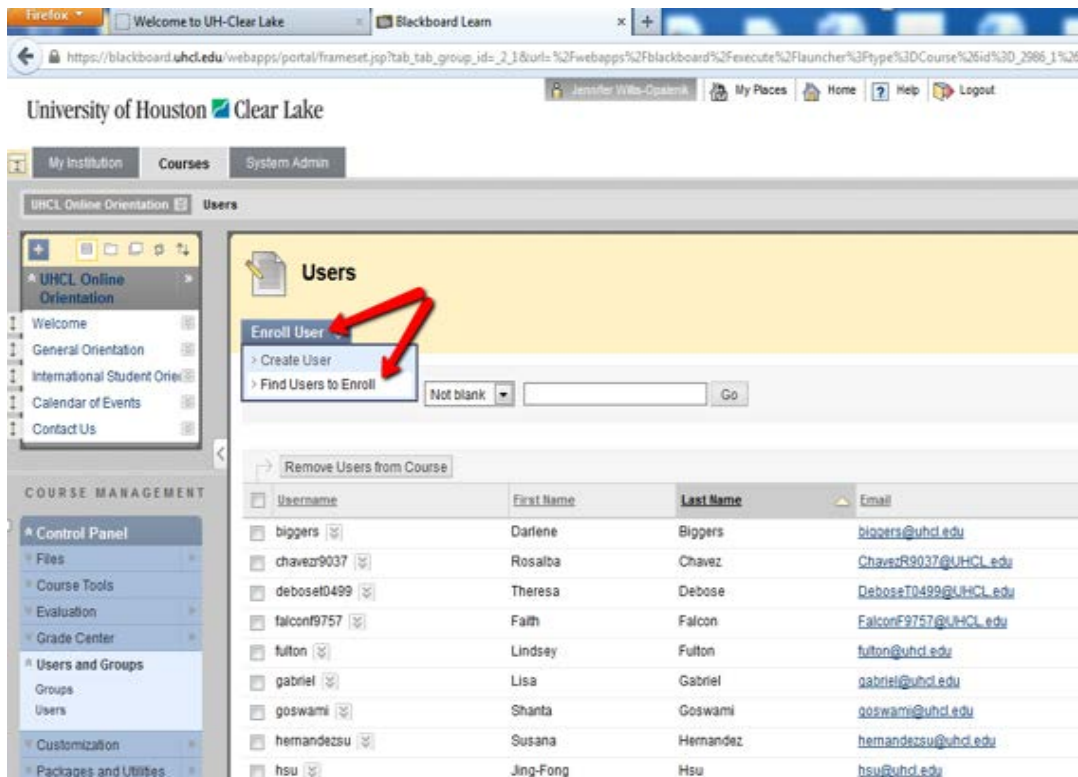
1. In the lower Course Management menu, click the Users and Groups link.



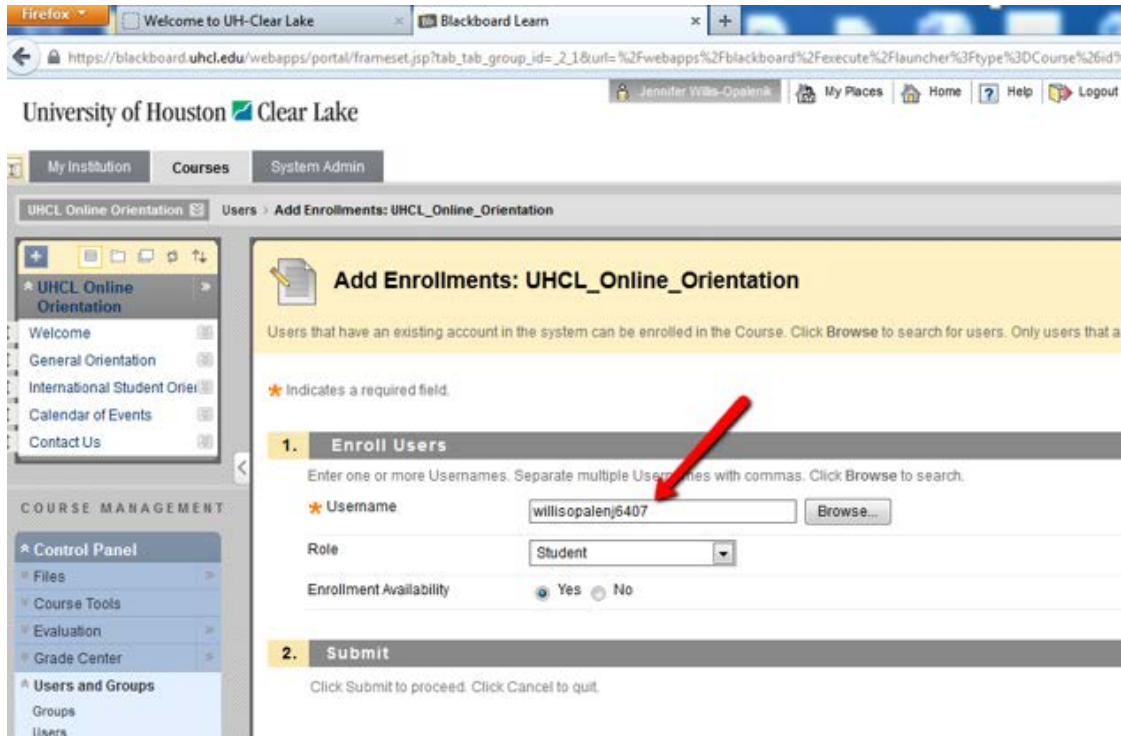
2. From the resulting sub-menu, click the Users link.



3. Click the Enroll User button and select Find Users to Enrollment from the sub-menu provided.

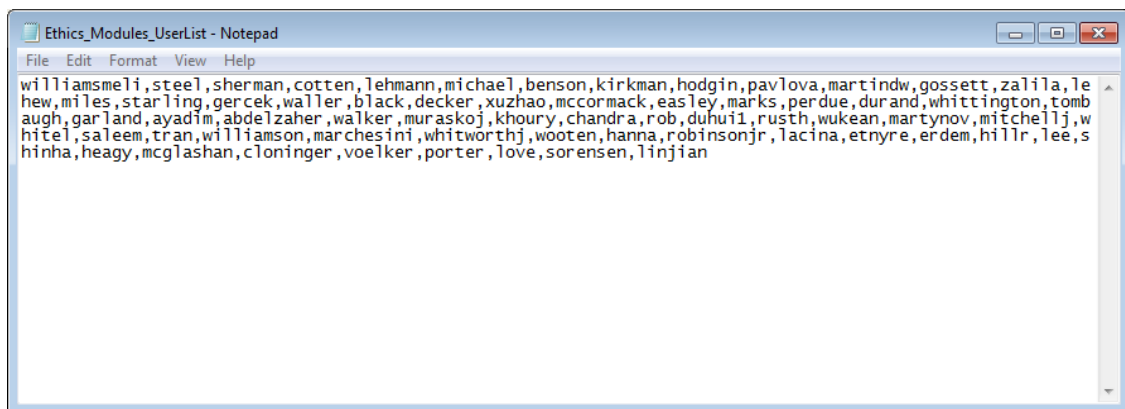


- Type or paste the participant's UHCL username in the Username field and then click the Submit button. NOTE: The username is the portion of the participant's UHCL email address that appears BEFORE @UHCL.EDU. For example, our hypothetical participant John Smith has a UHCL email address of smithj1234@uhcl.edu. Therefore, his UHCL username is smithj1234.



- Repeat steps 3 and 4, as needed, until all participants have been added as student role users.

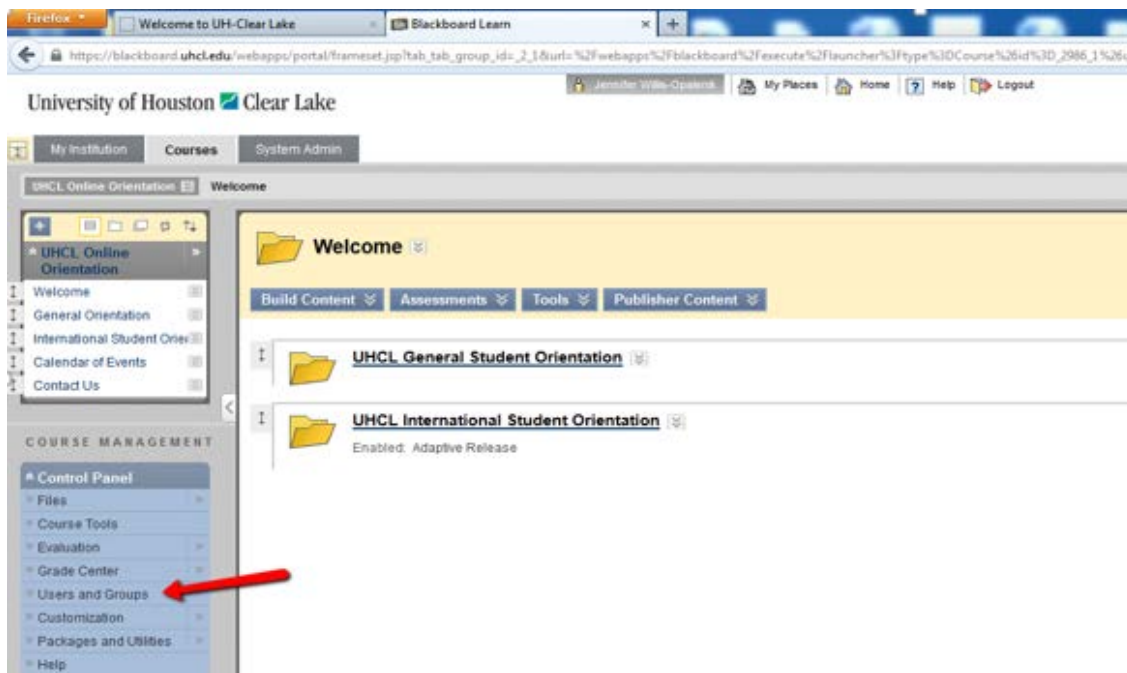
NOTE/IMPORTANT: You can also “bulk add” multiple users by first creating a text document containing the participants’ usernames, each separated by a comma (,), as shown below:



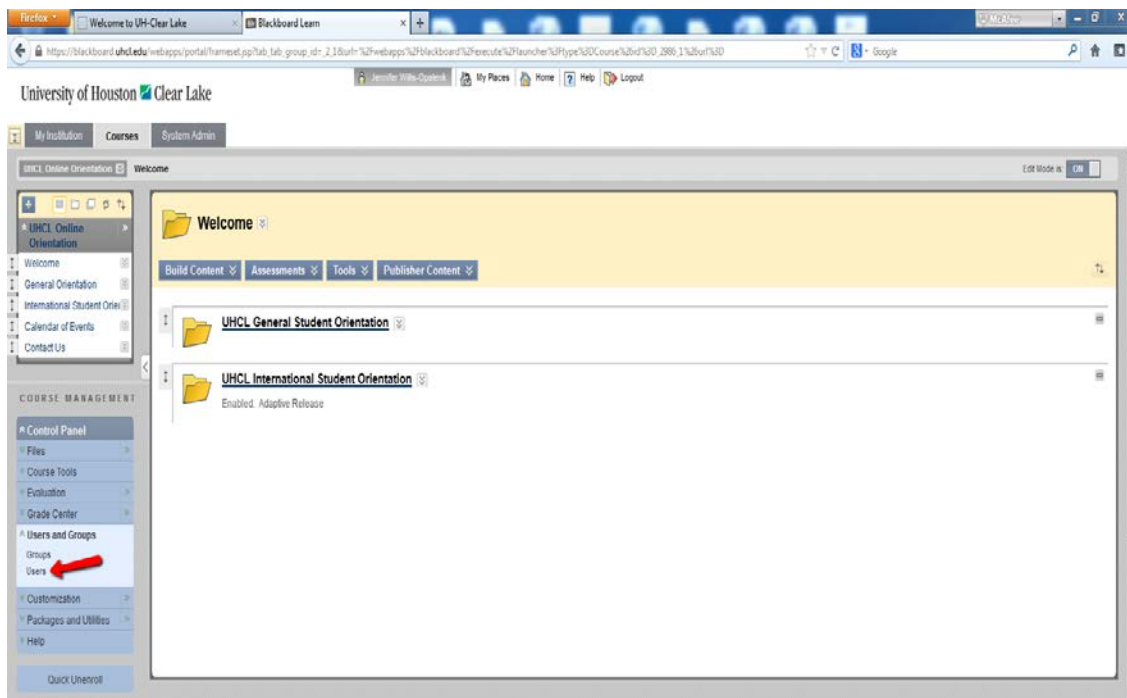
Simply highlight and copy the entire block of text and paste it into the username box shown in step #4 above.

Deleting Participant Enrollments

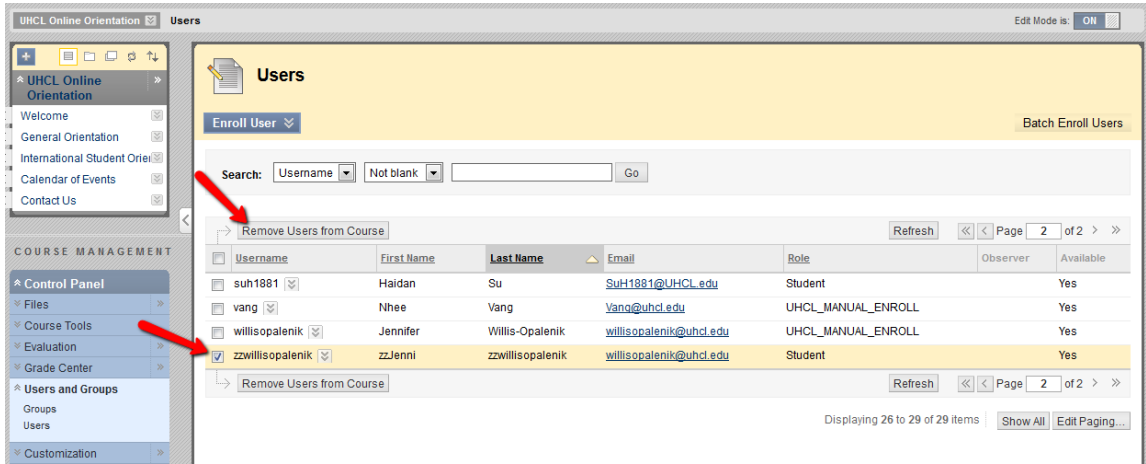
1. In the lower Course Management menu, click the Users and Groups link.



2. From the resulting sub-menu, click the Users link.



- At the Users screen, click the box located to left of each name that should be removed from the course. Once you have selected all of the students to be removed, click the Remove Users from Course button.



- You'll then be asked to confirm that you want to remove the selected user(s) from the course. Click the OK button.

