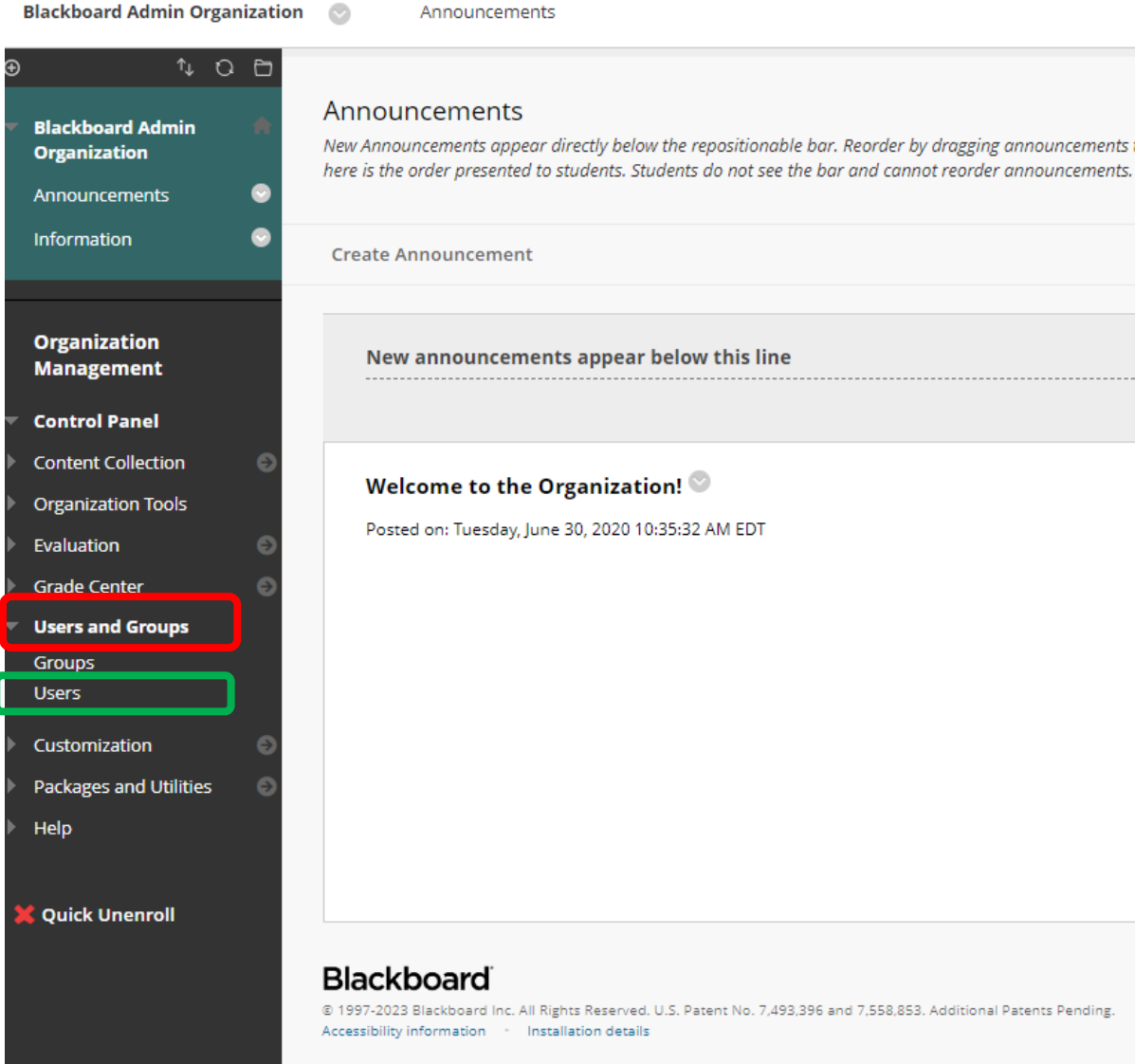




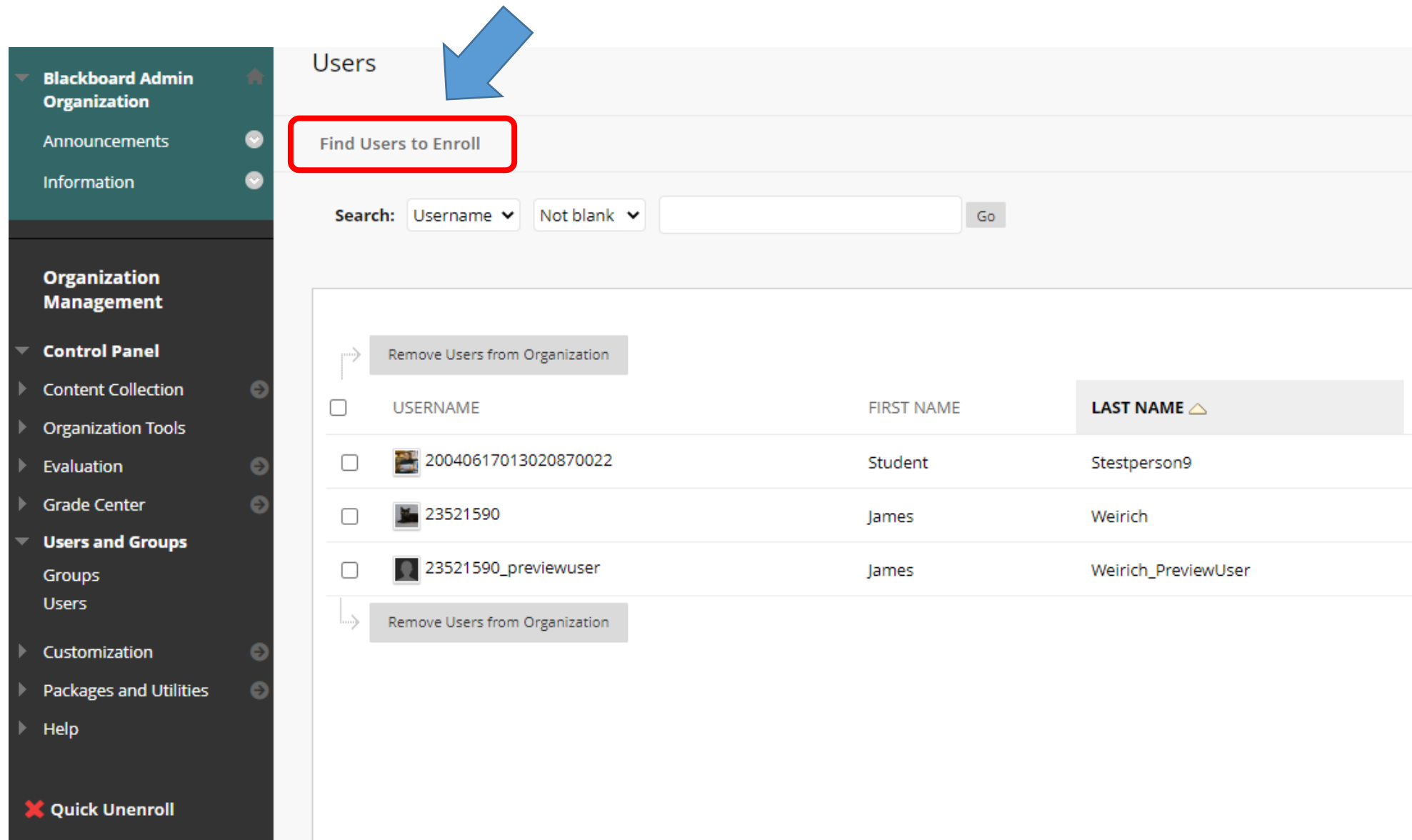
How to Add a User to an Organization on Blackboard

1. Log in to the Organization page on Blackboard where you want to add a new participant or leader. Click **Control Panel** to expand for more options, and on that list, click **Users and Groups**. Then **click Users**.



The screenshot displays the Blackboard Admin Organization interface. The top navigation bar includes "Blackboard Admin Organization" and "Announcements". The left sidebar menu is expanded to show "Organization Management", which includes "Control Panel", "Content Collection", "Organization Tools", "Evaluation", "Grade Center", "Users and Groups", "Groups", "Users", "Customization", "Packages and Utilities", and "Help". A blue arrow points to the "Users" option in the "Users and Groups" sub-menu. The "Users and Groups" option is highlighted with a red box, and the "Users" option is highlighted with a green box. The main content area shows the "Announcements" section with a "Create Announcement" button and a "New announcements appear below this line" separator. Below the separator, there is an announcement titled "Welcome to the Organization!" posted on Tuesday, June 30, 2020 10:35:32 AM EDT. The Blackboard logo and copyright information are visible at the bottom.

2. Click *Find Users to Enroll*.



The screenshot shows the Blackboard Admin interface. On the left is a navigation sidebar with sections: Blackboard Admin Organization, Organization Management, Control Panel, Users and Groups, and Quick Unenroll. The main content area is titled 'Users'. A blue arrow points to the 'Find Users to Enroll' button, which is highlighted with a red box. Below the button is a search bar with dropdowns for 'Username' and 'Not blank', and a 'Go' button. A table of users is displayed below, with columns for USERNAME, FIRST NAME, and LAST NAME. The table contains three rows of user data.

USERNAME	FIRST NAME	LAST NAME
<input type="checkbox"/> 20040617013020870022	Student	Stestperson9
<input type="checkbox"/> 23521590	James	Weirich
<input type="checkbox"/> 23521590_previewuser	James	Weirich_PreviewUser

3. - Enter the **individuals EMPL ID number** (also known as a CUNY First ID number) in the Username field, marked in red below. **DO NOT CLICK the Browse button.**

- Also, select the **Role**, marked in green, for the individual you want to add. Then go to the next step in this guide.

The screenshot displays the Blackboard Admin Organization interface for adding enrollments. The main content area is titled "Add Enrollments: BAR01_BB_Admin_Org_1202" and includes a sub-section "ENROLL USERS".

The "ENROLL USERS" section contains the following fields and options:

- Username:** A text input field containing "23521590", highlighted with a red border. A "Browse..." button is located to its right.
- Role:** A dropdown menu currently showing "Participant", highlighted with a green border.
- Enrollment Availability:** Radio buttons for "Yes" (selected) and "No".

A zoomed-in view on the right side of the image shows the "ENROLL USERS" form with the following details:

- ENROLL USERS** (Section Header)
- Enter one or more Usernames. Separate multiple Usernames with commas.
- * Username:** Text input field with "23521590" and a "Browse..." button.
- Role:** Dropdown menu with "Organization Leader" selected.
- Enrollment Availability:** Radio buttons for "Yes" (selected) and "No".

At the bottom of the main form, there are "Cancel" and "Submit" buttons. A note at the bottom left says "Click **Submit** to proceed."

4. Click **Submit** on the bottom right.

Blackboard Admin Organization

- Announcements
- Information

Organization Management

- Control Panel
- Content Collection
- Organization Tools
- Evaluation
- Grade Center
- Users and Groups**
 - Groups
 - Users
- Customization
- Packages and Utilities
- Help

Add Enrollments: BAR01_BB_Admin_Org_1202

*Users that have an existing account in the system can be enrolled in the organization. Click **Browse** to search for users. Only users that are not already enrolled in the Organization will be identified in a search for users. [More Help](#)*

* Indicates a required field.

ENROLL USERS


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

* Username

Role

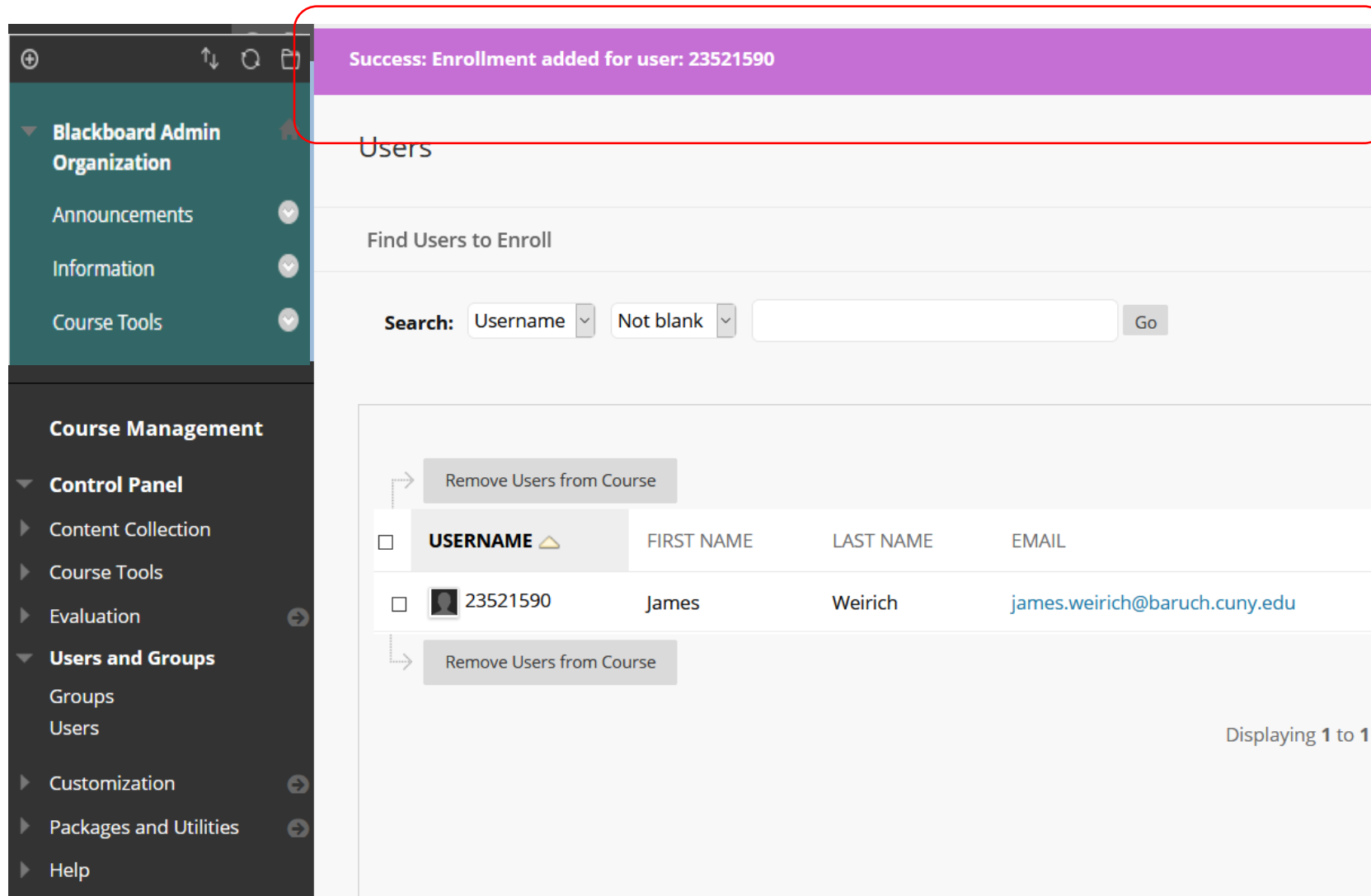
Enrollment Availability
 Yes No

*Click **Submit** to proceed.*



5. The process is now finished! If the process was successful you will see the message **“Success: Enrollment added for user...”** along the top of the Users section of your organization. The individual you added will now have access to the organization page from their **My Organizations** list.

You may see an error message if the process fails. In which case, please open a ticket with the Baruch Helpdesk with the *EMPL ID of the individual you tried to add*, and *the error message you received* so that we may best assist you.



The screenshot shows the Blackboard Admin Organization interface. A purple banner at the top displays the message: "Success: Enrollment added for user: 23521590". Below this, the "Users" section is visible, featuring a search area with the text "Find Users to Enroll". The search criteria are set to "Username" and "Not blank". A table below the search area lists one user:

	USERNAME	FIRST NAME	LAST NAME	EMAIL
<input type="checkbox"/>	23521590	James	Weirich	james.weirich@baruch.cuny.edu

Buttons for "Remove Users from Course" are located above and below the table. The text "Displaying 1 to 1" is visible at the bottom right of the table area.