Welcome to Blackboard. During the first two weeks, Instructors will be able to add and delete students as needed by going to “Users and Groups” located under the menu and Course Management area.

Once you click on “Users and Groups”, click on “Users”.

Adding a student example:

Browse for users: Be sure to look to see only the address of student you want is in the text field. If more characters it returns an error that users cannot be found.

Searching student example:
Removing a student example:

Choose the student name and then remove from the course. This is a permanent change.