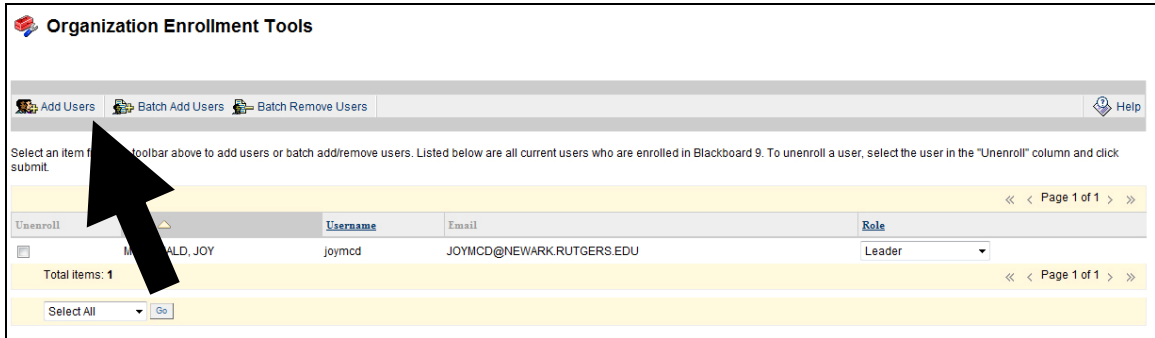


## Adding Users to an Organization

From the main Blackboard page, click on the **Edit Users** link to the right of the title.



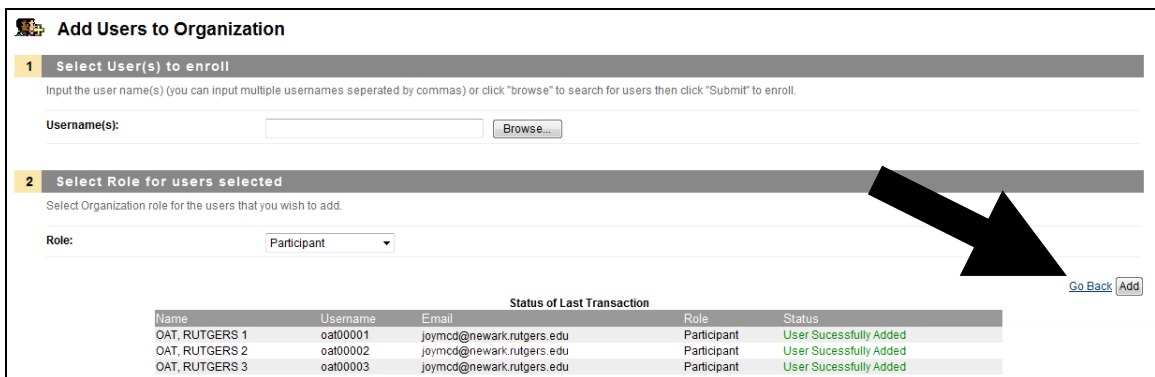
Click the **Add Users** link.



Enter the **NetIDs** of the users separated by commas. Select a **role** (Participant=Student, Leader=Instructor) and click **Add**. You must know the user's NetID in order to add him/her. Please contact Joy McDonald at [joymcd@rutgers.edu](mailto:joymcd@rutgers.edu) if you need to identify a NetID.



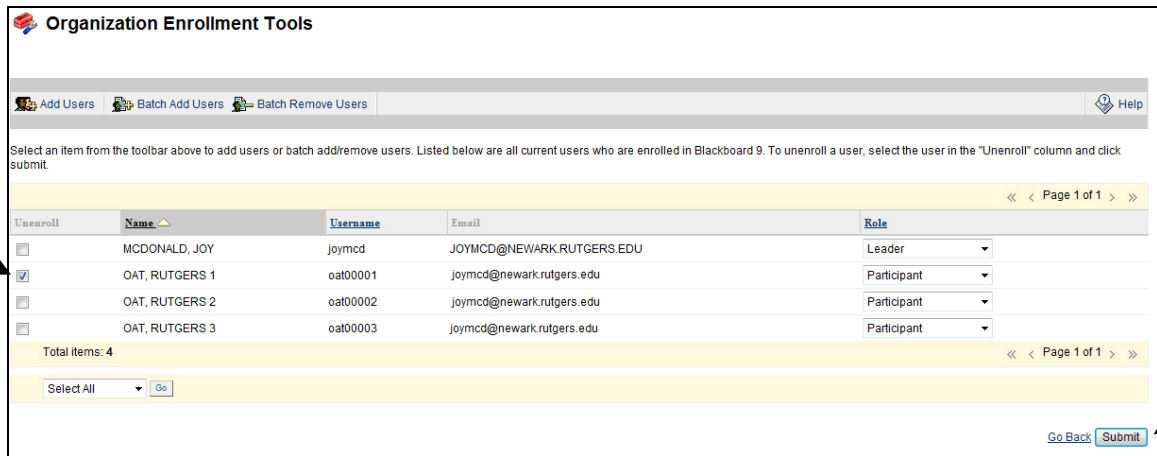
The new users will be listed, click the **Go Back** link to return to the full list of members.



Please note, you cannot change a member's role but you can delete the user and then add the member back in with the new role.

## To Remove a User

Place a checkmark next to each user in the **Unenroll** column that you would like to remove and click the **Submit** button.



Organization Enrollment Tools

Add Users Batch Add Users Batch Remove Users Help

Select an item from the toolbar above to add users or batch add/remove users. Listed below are all current users who are enrolled in Blackboard 9. To unenroll a user, select the user in the "Unenroll" column and click submit.

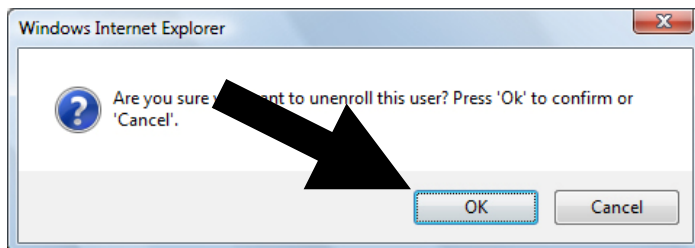
Unenroll	Name	Username	Email	Role
<input type="checkbox"/>	MCDONALD, JOY	joymcd	JOYMCD@NEWARK.RUTGERS.EDU	Leader
<input checked="" type="checkbox"/>	OAT, RUTGERS 1	oat00001	joymcd@newark.rutgers.edu	Participant
<input type="checkbox"/>	OAT, RUTGERS 2	oat00002	joymcd@newark.rutgers.edu	Participant
<input type="checkbox"/>	OAT, RUTGERS 3	oat00003	joymcd@newark.rutgers.edu	Participant

Total Items: 4

Select All Go

Go Back Submit

Click **OK** in the warning dialog window.



Windows Internet Explorer

Are you sure you want to unenroll this user? Press 'OK' to confirm or 'Cancel'.

OK Cancel