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 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.

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