

Instructors can add course users by role. Unfortunately, the search option does not work, so you must have the user's MEID. If you don't have the MEID, you can 1) obtain it from your campus support or 2) find the user's student ID from an SIS roster and call the Blackboard Help Desk at 1-888-994-4433 to obtain the MEID.

### Enable the 'Add User by Role' Tool

You might need to enable the Add User by Role tool in the course. Follow these steps:

1. From the expanded Control Panel, select Customization>Tool Availability.
2. Enable the 'Available' checkbox for the 'Add Users by Role' tool.

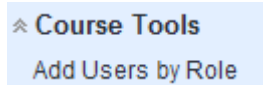


3. Click Submit.

### Add Users by Role

Follow these steps to add course users:

1. From the expanded Control Panel, select Course Tools>Add Users by Role. If you do not see the tool link after making it available, logout and back into the course.



2. Enter the MEID(s) for each user you want to add. If adding more than one user, use a comma between each MEID (you may get an error if you use a semicolon). NOTE: DO NOT use the browse button as it is not functional.



3. Select the appropriate role (instructor, course builder, grader, teaching assistant or student – guest is not used).



4. Click Submit.