Add Users to a Course Site

Until the Enterprise version of Blackboard is in place, you will need to either have students self-enroll in your course, or you will need to manually enter them yourself.

Follow these steps to add students to your course site area:

1. Click on Users and Groups to open the sub-content area, and then click on Users.

2. Click on the Find Users to Enroll button.

3. Enter the student’s username in the text box provided, and click the Submit button.

   If you don’t know the student’s username: Click the Browse button to open the advanced search window. Change the search field to Last Name. Enter the student’s last name. Click Go. Choose the student desired from the list that appears. Click Submit. This adds the student name to the Enroll User screen. Click Submit in the Enroll Users screen to add that student to the class site area.
When can students access Blackboard? Students who do not yet have an EagleOne account do not have a Blackboard account either. EagleOne accounts are imported into Blackboard once a day at the beginning of each semester (starting about two weeks prior to the beginning of the semester), and as needed or about once or twice a week after the second week of the semester. This means that EagleOne and Blackboard accounts are not created simultaneously. There may be a 24 hour delay between the two (or longer later in the semester).

The default Blackboard login is the same as a student's EagleOne login (username and password).

Important: if a student changes their EagleOne password, their Blackboard password will NOT automatically change and vice versa. If a student would like to have the same password in both systems, he or she will need to change his or her password in both systems separately.

A student's username is their student ID number (Where can a student find his or her ID number? On his or her CSI picture ID or in the acceptance letter he or she received from the Admissions and Records Office upon applying to CSI.)

The default password is a student's eight digit date of birth (until they change it).

- Example 1: John Q. Public, born April 30, 1990. ID#: 654321
  - username: 654321
  - password: 04301990
- Example 2: Sylvia T. Broccoli, born February 8, 1985, ID#: 987654
  - username: 987654
  - password: 02081985

IMPORTANT

Students are strongly encouraged to change their default password as soon as possible to a secret password that only they know and can remember but others cannot guess (generally a combination of upper and lower case letters and numbers).

*If a student changes his or her password and forgets it, he or she will need to contact ITC staff and ask them to re-set the password.*