

Instructions for Student Enrollment

1. Access the **Control Panel** from your course web site.
2. Select **Enroll Users**.
3. Choose one of these three search methods to find the students:
 - a. Type in the **last name** of each student and do a search for each individual student.
 - b. Click on the “**A-Z, 0-9**” **tab** and then click on the letter that corresponds with the first letter of the students’ last name.
 - i. Place a checkmark in the box next to the names of the students in your course.
 - c. Select the **List All** feature.
 - i. A dialog box appears ask if you want to pull up the entire list because it may take long. Click the **List All** button within that dialog box. (This may take awhile since all CCSJ registered students are listed.)
 - ii. Place a checkmark in the box next to the names of the students in your course.
 - iii. Click **Submit**.

NOTE: Blackboard will not allow you to select students on one page and then go to the next page to select more students without submitting (Hit the Submit button) first. Unfortunately, when you hit the submit button to enter your selections, Blackboard takes you back out to the Control Panel where you have to start the whole process over again.

4. If you do not find all of your students in Blackboard, then you must contact BlackboardSupport@ccsj.edu.