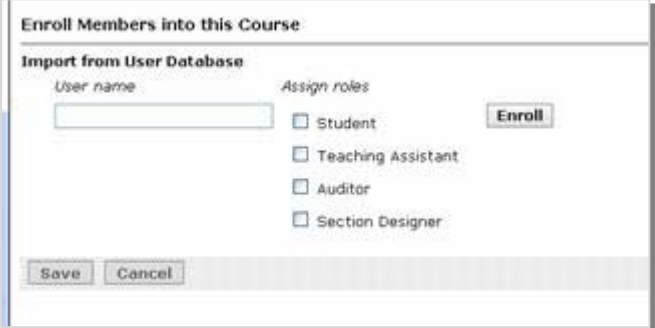


## Blackboard CE6 – Student Management Tips

### To add a student to the course list

1. Go to the **Teach Tab**.
2. Select **Grade Book**, It is located in the **Instructor Tools**, the lower part of course menus.
3. Click **Enroll Members**.
4. Enter the ULID of the student you wish to enroll.
5. Check the **Student** box under the Assign Roles section.
6. Click **Enroll**.
7. You may get an error message if the student is not in the Blackboard database. E-mail one of the Blackboard support staff with the student ULID.
8. Repeat the same steps for additional students.
9. Click **Save** when finished.



Enroll Members into this Course

Import from User Database

User name:

Assign roles:

Student

Teaching Assistant

Auditer

Section Designer

### To remove individual students from the course list

1. Go to the **Teach Tab**, under Instructor Tools
2. Select **Grade Book**, It is located in the **Instructor Tools**, the lower part of course menus.
3. Click on the box next to the students you wish to drop.
4. Click **Unenroll** at the bottom of the page.