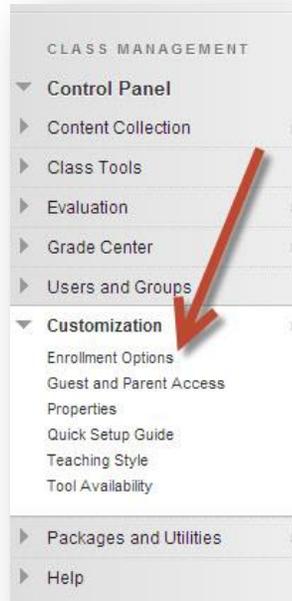# Enrolling Students

All students are already set up with accounts for Blackboard. But they have to enroll in your class in order to see any of your content. There are two ways for students to enroll: by the instructor (that's you) or by the student (that's them).

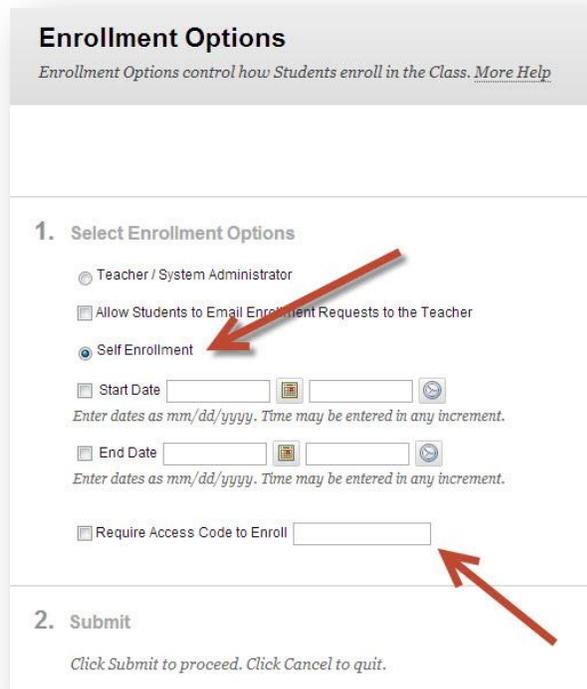## SETTING ENROLLMENT OPTIONS

1. From the Control Panel in the lower-left of the screen, click on "Customization", then "Enrollment Options".

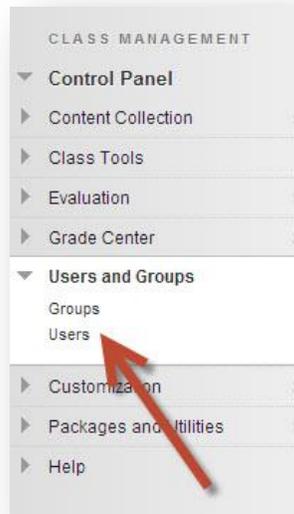2. Here is where you can choose between "Teacher/System Administrator" and "Self-Enroll".

If you choose "Self-Enroll", you can limit the dates that students can enroll, if you like. You can also require an Access Code (see below).
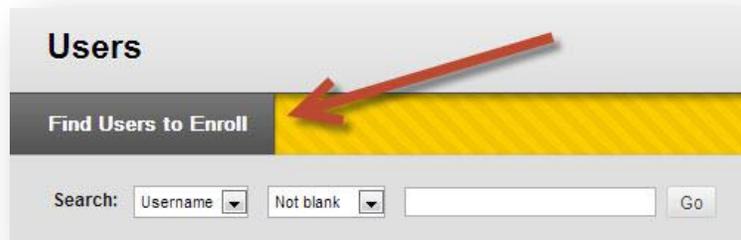
Click Submit when you are finished.

TEACHER-CONTROLLED ENROLLMENT

1. From the Control Panel, click "Users and Groups", then "Users".

2. Click on "Find Users to Enroll".

3. You can type students' names in the "Username" box, or you can click "Browse" and then search for students by first or last name.

You can also add other teachers to your course this way if you like. Just type their username and select "Teacher" for their Role.

Click Submit when you are finished.

STUDENT SELF-ENROLL

If you set up student self-enrollment, students search for your class when then log in to Blackboard. They are then given an option to enroll in your course themselves. No work for you!

If you are using self-enrollment, it is a very good idea to require an Access Code. This is any code word that you give your class in person. That way, when a student tries to enroll in your course, they have to type in the Access Code. Students who are not actually in your class won't know the Access Code and won't be able to enroll. This prevents other students from seeing your class content either by mistake or on purpose.