Enrolling Someone as a Course Builder
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For those that used WebCT 4 and added fellow RIC faculty/staff as a Shared Designer in their WebCT course, you have a very similar option in Blackboard 9. Here you can enroll someone as a student, instructor, teacher assistance, course builder, grader, and guest.

1. Move into the course that you want to enroll someone into.

2. Below Control Panel, select Users and Groups > Users.

3. Place your pointer on Enroll User and then select Find Users to Enroll.
4. Click **Browse**.

5. Enter a search

6. Click **Go**

Note: If you search by **Not black**, then you will get every user who is not currently a user of your course.

7. Select the student and then click **Submit**.
8. Select his or her role.

9. User has been added to your course.