

Adding Someone to Your Course

Once you have requested your Blackboard course, students who have enrolled in the course within MyNIU will be automatically added to your Blackboard course as well. However, you may want to add others to your course, such as a teaching assistant, another faculty member, or an interpreter.

To add someone else, scroll down to the Control Panel, click on “Users and Groups,” then click the “Users” link. On the “Users” page, click the “Find Users to Enroll” button. Do not use the Search function as that only searches among people already enrolled in your course.

If you know the person’s NIU Account ID, type it in the “Username” box. Otherwise, click the “Browse” button, which will allow you to look up their Account ID within Blackboard. Clicking “Browse” will open a new window. Click the first dropdown menu under “Search,” and you can choose whether to find the person based on their first or last name, or email address.

For this example, let’s search for someone by their last name. Select “Last Name” from the dropdown menu, enter the user’s last name in the text box, then click the “Go” button. A list of people with that last name will appear in the table below the search bar. Click the checkbox next to the correct person, then click the “Submit” button. The person’s Account ID should now be in the “Username” box.

Next, select the appropriate “Role” from the dropdown menu (such as “Teaching Assistant”), then click the “Submit” button. You should receive a message that they have been added to your course, and they should now appear in the “Users” list, where you can also verify their “Role.”