In most cases, you won’t have to worry about enrolling students into your Blackboard course. Every morning, Blackboard syncs with PeopleSoft (SOLAR), so any newly registered students are added to Blackboard, and any newly dropped students are removed. PeopleSoft/SOLAR does not process auditors, so you will have to add them manually.

1. Enter your course by clicking its name in the My Courses module.

   ![My Courses](image)

2. In the Control Panel, select Users and Groups, then Users.
3. Select Find Users to Enroll.
4. On the Add Enrollments page, type the student’s NetID into the box provided, then click Submit.

   Don’t know their NetID? Click Browse to open a search popup.
   - In the popup, search by first or last name, or e-mail address.
   - Check the box next to the student’s name, then click Submit to close the popup.
   - Repeat to add more students.
5. Leave Role at Student, then click Submit to finish.

If you accidentally enroll a student into your course with an incorrect role, it’s easy to change it.

1. In the Control Panel, select Users and Groups, then Users.
2. Your course roster, including all students, instructors and TAs will be listed.
3. Click the down-pointing arrow button to the right of the username (NetID) of the person you wish to change, then select Change User’s Role in Course.
4. Select the appropriate role, then click Submit.

I don’t see my course!
E-mail your course number and NetID to blackboard@stonybrook.edu.

I'm trying to add a student, but I can't find them! What do I do?
If the student has already dropped the course, they are technically still on your roster, but hidden. Please e-mail your course number, the student’s name, and their ID# to blackboard@stonybrook.edu and we will restore them.