Enroll People in your Blackboard Course

FERPA Notice

All students and instructors officially on the class roster as reflected in MyUAlbany, are automatically enrolled in the corresponding Blackboard course (rosters are regularly synchronized).

The Instructor-of-record has the authority to approve non-automated enrollment in the Blackboard course as well as the responsibility to enroll individuals if necessary.

Due to the heightened level of access to student records afforded to Teaching Assistants, secondary Instructors, etc., when added to a Blackboard course, Instructors should take care when manually adding accounts in the Blackboard course. Instructors are expected to comply with the Access and Compliance Agreement when enrolling people in their courses with elevated privileges that might enable access to student information protected under FERPA and other SUNY, state, or federal regulations governing the use of educational records.

1 - UAlbany Notice of Rights Under FERPA

Enroll people in your Blackboard course:

1. On the Control Panel, expand the Users and Groups section and click Users.

2. The Users page shows who is already enrolled in the course. Click Find Users to Enroll.
3. Next enter the person's NetID, select a Course Role and click Submit.
   The user will be enrolled and appear in your roster displayed on the Users page.

   a. Note: that some roles can view student grades - please attend to FERPA.
   b. More information About Course Roles is provided below.

4. If you don't know the NetID, click Browse... to search for users.

5. Search by NetID, Last Name, First Name, or Email
6. Click the checkbox to select the person
7. Click Submit.
8. Follow step 4 to complete enrolling the searched username.

About Course Roles
Student is the default course user role. A user with the role of Student has no access to the course Control Panel.

Instructors have full access to the course Control Panel. This role is generally assigned to the person developing, teaching, or facilitating the class. If a course is unavailable to students, users with the Instructor role may still access it. The instructor is included in the course description in the Course Catalog.

Users with the Teaching Assistant role have access to most of the course Control Panel. If the course is unavailable to students, teaching assistants may still access the course. The teaching assistant is not included in the course description in the Course Catalog. Teaching assistants cannot remove an instructor from a course.
The Course Builder role has access to most areas of the course or organization Control Panel. This role is appropriate for an assistant who should not have access to student grades. If the course is unavailable to students, a course builder can still access the course. The course builder cannot remove an instructor from a course.

The Grader role has limited access to the course Control Panel. Graders can assist an instructor in the creation, management, delivery, and grading of assessments and surveys. The grader may also assist an instructor with adding manual entries to the Grade Center. If a course is unavailable to students, the course appears in the My Courses module and in the course list for a user with the role of Grader. However, the grader cannot enter the course until the course is available.

To be used for students whom the instructor wishes to promote for uploading and managing course materials. No access to user or grade information will be given.

The Guest role allows prospective students, alumni, and parents to explore Blackboard without making any changes to users, courses, or content. Users with the role of Guest are unauthenticated users. If an administrator has enabled guest access, instructors can make areas within a course accessible to unauthenticated users. Guest users do not have access to the course or organization Control Panel.