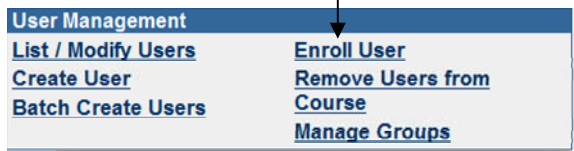


Enrolling Registered Students into Your Course

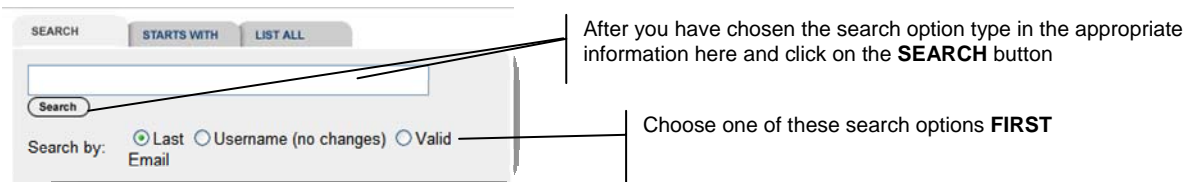
Instructors may easily enroll an existing user (someone who has a SWC blackboard user account) into their course using the **Enroll Existing User** page. Note: The student must be registered in WebAdvisor in order for the student to be found using this process. If the student is not found, they may have already been enrolled in your class or may not have an SWC blackboard user account. If you need help, please call the faculty private support line at 619.216.6666 during regular business hours.

Step 1: Click on the “**Control Panel**” button (at bottom left of screen).

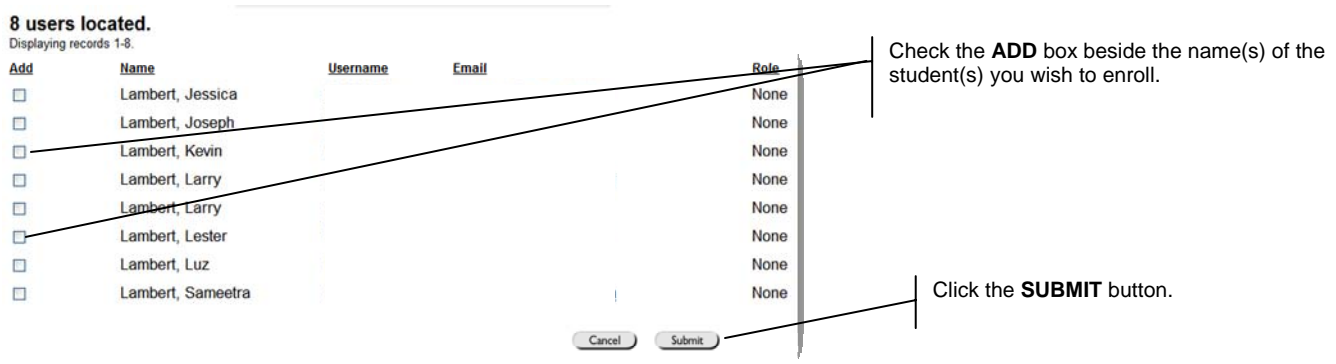
Step 2: Click on the **Enroll User** link in the *User Management* area.



Step 3: Type the **student’s last name** in the **search** field and click the **Search** button.



Step 4: Check the **ADD** box beside the name of the **student** you wish to enroll in your course.



Step 5: Click the **Submit** button to enroll the student in your Blackboard course.