Create the file to Batch Enroll your students

In order to batch enroll students into Blackboard, this is the format and information I need. Please put the information into an Excel file and email it to ed-tech@bcm.edu.

1. ECA (BCM username)
2. Last Name
3. First Name
4. Email
5. Role
   (B) Course Builder
   (P) Instructor
   (S) Student or Residents
   (T) TA – for faculty in your department helping with the program (including department head). This allows them to view modules before making them available if they wish.
   (U) Guest
6. BCM ID

Your Excel file should look like the example below:

ECA	Last Name	First Name	Email	ROLE	BCM ID
ckent	Kent	Clark	ckent@bcm.edu	s	123456
srogers	Rogers	Steve	Steve.rogers@bcm.edu	s	123455
tstark	Stark	Tony	Tony.Stark@bcm.edu	s	123452

Alternative method of enrolling more than one User

Related FAQ -> [How to add a user to your Blackboard course manually](#)

1. Click Users & Groups in the lower left corner of the course's Course Management area.
2. Click Users.
3. Go to Enroll User and click Find Users to Enroll (Note: This step confuses some. ...)
4. Type BCM usernames seperated by commas like in the image below.
5. Select the role
6. Leave Enrollment Availability set to Yes.
7. Click Submit.

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* Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username	tstark, ckent, srogers	Browse...
Role	Student ▾	
Enrollment Availability	⦿ Yes ○ No	
Availability Override Date	You can allow students to access an unavailable course or term until the date you choose. This action will override previous course or term date settings.	
	[📅]	
	Enter dates as mm/dd/yyyy	

Click **Submit** to proceed.   Cancel   Submit

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