How to add and remove students:

Enroll students:

1. On the left navigation panel, expand <u>Users and Groups</u> under Course Management.

2. Next, click on <u>Users</u> and this will bring you to the Users page, where you can access all users in your course.



3. Select <u>Find Users to Enroll</u> at the top of the page to open the Enroll People panel.

4. In the search box, type a name, username, or at least two letters to reveal a list of matches. People already enrolled in your course don't appear in the search results.

5. Select one or more people. They immediately appear in the roster list. To reverse a selection, select a person's name again.

6. Choose a role for that person.

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BU as BA HIPAA Training 2021	Users					6 ،	Edit Mode is: (* OFF		BU as BA HIPAA Training 2021	Users Add Enrollments: 00cwr_hipaa4_2021
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7. Select Save. The panel closes. At the top of the Users page, a message indicates if you added user(s) successfully.

Remove students:

1. On the left navigation panel, expand <u>Users and Groups</u> under Course Management.

2. Next, click on <u>Users</u> and this will bring you to the Users page, where you can access all users in your course.



Method 1 (best when just removing one or few student(s)):

Click the downward arrow next to someone's name to access that person's menu. (Change User's Role in Course, Change User's Availability in Course, Remove Users from Course)
 Select <u>Remove Users</u> from Course, will receive a confirmation alert to verify your decision.

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🗆 🔟 mi	ullard Matthew	Bullard	mbullard@bu.edu	Student	Yes
🗆 🛄 bu	rkejt Jacob	Burke	burkejt@bu.edu	Student	Yes
🗆 🍱 rw	byrne Robert	Byrne	rwbyme@bu.edu	Student	Yes
🗆 🔟 jea	m James E	Camarinos	jcam@bu.edu	Instructor	No
🗆 🔝 ke	uicao Kerui	Cao	keruicao@bu.edu	Student	Yes
🗆 🔜 🕸	arter Della J	Carter	djcarter@bu.edu	Student	Yes
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0 🛄 sh	Remove Users from Course	Coleman	sharcole@bu.edu	Student	Yes
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🗆 🧾 rwby	rne Robert	Byrne	rwbyrne@bu.edu	Student	Yes
🗆 🔟 jcarr	James E	Camarinos	jcam@bu.edu	Instructor	No
🗆 🛄 keru	cao Kerui	Cao	keruicao@bu.edu	Student	Yes
🗆 🔝 djea	ter Della J	Carter	djcarter@bu.edu	Student	Yes
🗆 🔟 noes	are Nina L	Cesare	ncesare@bu.edu	Student	Yes
🗆 🔟 cach	en Clara A	Chen	cachen@bu.edu	Instructor	Yes
🗆 🔟 cher	x32 Xinci	Chen	chenx32@bu.edu	Student	Yes
🗆 🔟 fran	chz Haozhe	Chen	frankchz@bu.edu	Student	Yes
🗆 🔣 chch	u Chi-Hsun	Chiu	chchiu@bu.edu	Instructor	Yes
🗆 🔟 acho	wha 🛛	Chowhan	achowhan@bu.edu	Student	Yes
🗆 🔟 cipri	ni Change User's Role in	Cipriani	cipriani@bu.edu	Student	Yes
🗆 🔟 məd	rson Change User's Availability in	Cobban	madysonc@bu.edu	Student	Yes
🗆 🔟 shar	course Remove Users from Course	Celuman	sharcole@bu.edu	Student	Yes
🗹 🔝 corb	ettd David	Corbett	corbettd@bu.edu	Instructor	Yes

Method 2 (best when removing lots of students):

3. Click on the square to the left of a user's name.

4. After selecting all the users you want to remove from the course, click on <u>Remove Users</u> from Course (two locations: top and bottom).

5. This action also deletes all data and grades associated with the person. You'll receive a pop-up confirmation window. To keep the data, you can cancel and deny the person's access to your course instead.

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<u> </u>	Grade Center O		🕎 pasante	Philomena	Asante	pasante@bu.edu	Student		Yes
Ē	Groups		🛄 dpbarua	Priyanka	Barua	dpbarua@bu.edu	Student		Yes
ଝି ୍	Users		Icbele	Lea	Bele	lcbele@bu.edu	Student		Yes
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			🔟 keruicao	Kerui	Cao	keruicao@bu.edu	Student		Yes
Tem		0	djcarter	Della j	Carter	djcarter@bu.edu	Student		Yes

	5.								
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			📓 rwbyrne	Robert	Byrne	rwbyrne@bu.edu	Student		Yes
		0	🚺 jcam	James E	Camarinos	jcam@bu.edu	Instructor		No
			keruicao	Kerui	Cao	keruicao@bu.edu	Student		Yes
Tern		0	🔲 djcarter	Della J	Carter	djcarter@bu.edu	Student		Yes

How to check quiz completion (grade center - 10 points for each quiz question - need 100% to pass)

1. On the left navigation panel, expand Grade Center under Course Management.

2. Next, click on your group name from one of the subcategory under Full Grade Center and this will bring you to the Grade Center specifically for that group.



3. In the Grade Information Bar, use the horizontal scroll bar and scroll to the very right to find the last horizontal column which is Quiz.

4. Use the vertical scroll bar to find users who have completed the <u>Quiz</u> and their scores.

5. Selecting the downward by the score allows the instructor to see all the attempts the user made.

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How to add students to groups:

1. On the left navigation panel, expand <u>Users and Groups</u> under Course Management. 2. Then, click on <u>Groups</u> to bring you to the Group page, where you can access all your groups and edit them.



3. Click the downward facing arrow next to the groups name and select Edit Group to open the Group Information.

4. Scroll to the very bottom of the page to find Membership.

5. Select the Add Users icon to add people to your group. A pop up screen will open where you can indvidually select users or you can search up specific people to add.

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6. Once selected, click <u>submit</u> and it should bring you to the Membership section on the Group Information page.

7. Must click on <u>submit</u> again at the bottom right when back on the Group Information page.

8. Upon clicking it would take you to all your groups.



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How to send an email using Blackboard in a group:

Method 1:

1. On the left navigation panel, select Users and Groups under Course Management .

2. Next, select <u>Groups</u> to bring you to the Group page, where you can access all of your groups and edit them.



- 3. Click on the downward facing arrow next to the groups name.
- 4. Select Email Group to open the Email Information.
- 5. Under the to section, click <u>Select All</u> if you want to email the entire group.
- 6. Write subject and message respectively under such section found on page.
- 7. Once written, click the submit button.

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How to send an email using Blackboard in a group:

Method 2:

- 1. On the left navigation panel, select Tools.
- 2. Then click on Send Email to find a selection of recipients to send your email to.



Recipients:

- · All Users: All users in your course
- All Groups: All groups in your course
- All Teaching Assistant Users: All teaching assistants in your course
- · All Student Users: All students in your course
- All Instructor Users: All instructors in your course
- · All Observer Users: All of the observers in your course
- · Single/Select Users: Select the users from a list
- Single/Select Groups: Select groups from a list



How to send an email using Blackboard in a group:

3. Write subject and message respectively under such section found on page.

4. Once written, click the submit button.

