How to enroll a staff member into Blackboard site

(Please note: Adding a UC could only be done from StudentOne)

1. Click into the unit where you are adding the staff member
2. Scroll down to Control Panel and click on **Users and Groups**. Then select **Groups**.

3. On the Groups screen, mouseover the group you are adding the staff to and click on the dropdown chevron. Select **Edit Group**

4. In the Edit Group screen, scroll down to the Membership section and click on the **Add Users** button

5. A pop-up window will appear for you to search and add the staff. **Tick** the box that **Show all users regardless of role** to show staff (otherwise you will only be looking at a list of students). Then click **Go**.

6. Select the staff by ticking next to the Username and click on the **Submit** button. Staff is now added to the selected group.