Blackboard Department Staff Enrollment

INSTRUCTIONS

1. Log into Blackboard
2. Locate the tool
3. Click the link "Enroll Departmental Staff in Blackboard Sites"
4. Select semester and subject (you can only see subjects of your department)
5. Select other available options
6. Enter PU NetIDs (if more than one, separate by comma)
7. Submit.

Process must be repeated for each subject in your department you wish to enroll the user in.

If someone is entered erroneously, you can use “Delete” to remove them.