

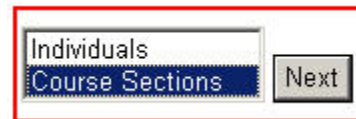


### Add class students to a Blackboard course site

1. Access Blackboard Wizard at <http://www.cwru.edu/its/itac/BBWizard/index.htm>
2. Click on "[Add Users to a Site](#)" on the left menu. Use your Case ID and password to login
3. All your Blackboard course sites will be listed under a [Drop Down Menu](#). Click on the desired Blackboard site and hit the Next button.



4. Click on [Course Sections](#) since you would like to add the entire class (students) at the same time. Then, hit the Next button.



**Please Note:** Choose "[Individuals](#)" if you want to add individual students or class members (grader, TA, etc) to the course site.

5. Since you request to add students who enrolled in a "University Class", you need to specify which semester this class is offered. [Select the semester](#) and hit the Next button.



6. All the classes you are teaching in this particular semester will be listed under a [Drop Down Menu](#). Choose the proper one and hit the "Next button" to continue.



**Please Note:** If more than one class/section (students) needs to be added, you will have to the same procedures multiple times.

7. Please review the [Confirmation](#) details and make sure everything is correct. Then, hit the "Add course" button.