



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 the Blackboard course sites under your account will be listed in the **Drop Down Menu** format. Click on the desired Blackboard site that you would like to add users and hit the Next button to continue

ACCTAIS: ACCT 306: Accounting Information Systems	Next
2005 PhD Dissertation: ACCT 701: DISSERTATION PH.D. (Spring 2005 (Smith))	
Biol214: BIOL 214: Genes and Evolution	
ITAC_STC: ITAC Student Technology Consultants	
ITAC_Student: ITAC Students Test	

4. Click on **Individuals** and hit the Next button.

Individuals	Next
Course Sections	

Please Note: Choose **Course Sections** if you want to add students from a different course, different section, or a cross-listed course.

5. Type in users' **CASE IDs and their roles** in the fields and click on the Add Users button to continue. (You can only add 10 users each time)

To request a Case ID -

Please go to <https://its-services.cwru.edu/middleware/NetworkTools/userReg.html>

6. You will receive a **result** and another 10 empty fields for you to add 10 more users until all appropriate users are added in this Blackboard course site.

Network ID	Role
mwm13	Instructor
lek2	Course Builder
fxa31	Grader
saw24	TA
wbu43	Guest
gxm11	Student
	TA
	TA
	TA
	TA

Add users