

List / Modify Users



User Management enables the Instructor to manage the users in their Course. The List/Modify Users page enables Instructors to change a user's role within a course and update user profiles. Instructors can also send email to a user.

1. List the Class Members
2. Disable Access to Class Member
3. Change a Class Members Role in the Class
4. Send an Email to a Specific Class Member

List the Class Members

Leave the search window empty and click on **Search**. This will display the users that are enrolled in your Blackboard course.

SEARCH [STARTS WITH] [ADVANCED] [LIST ALL]
[Search Bar] [Search] (red arrow)
Search by: Last Name Username Email

The following example shows 4 students and 1 instructor.

<u>Name</u>	<u>Username</u>	<u>Email</u>	<u>Role</u>	<u>Observers</u>
student, 1	student1	trash@bpcc.edu	Student	<input type="button" value="Password"/> <input type="button" value="Properties"/>
student, 2	student2	trash@bpcc.edu	Student	<input type="button" value="Password"/> <input type="button" value="Properties"/>
student, 3	student3	trash@bpcc.edu	Student	<input type="button" value="Password"/> <input type="button" value="Properties"/>
student, 4	student4	trash@bpcc.edu	Student	<input type="button" value="Password"/> <input type="button" value="Properties"/>
Train, 1	train1	trash@bpcc.edu	Instructor	<input type="button" value="Password"/> <input type="button" value="Properties"/>

Disable Access to Class Member

Display the list of class members and select **Properties** of that user.

Scroll down to **#4 Role and Available**. Select **No** from the dropdown box. Then select **Submit** at the bottom of the page.

4 Role and Availability
Role
 Course Builder Grader Guest Instructor Student Teaching Assistant
Available (this course only)
 (red arrow)

Change a Class Members Role in the Class

This option is most useful when enrolling a colleague to your course. When you enroll them, they will be enrolled with the role of a student. You can now enroll them as a Teaching Assistant. This will give them the same rights you have as an instructor in the course.

To change a users Role, scroll down to **#4 Role and Available**. Choose a role, and then select **Submit** at the bottom of the page.

4 Role and Availability
Role
 Course Builder Grader Guest Instructor Student Teaching Assistant
Available (this course only)

NOTE: Be very careful to **NOT** change the role of a current student. Changing the role to anything other than a Student will remove them from the Gradebook and remove any work that has been posted.

Send an Email to a Specific Class Member

This is a simple place to email a single user. List the user and click on the email address. This will open your email client that is setup on your computer (ex: Outlook, Outlook Express, etc.)

Name	Username	Email	Role	Observers
student, 1	student1	trash@bpcc.edu	Student	<input type="button" value="Password"/> <input type="button" value="Properties"/>
student, 2	student2	trash@bpcc.edu	Student	<input type="button" value="Password"/> <input type="button" value="Properties"/>
student, 3	student3	trash@bpcc.edu	Student	<input type="button" value="Password"/> <input type="button" value="Properties"/>
student, 4	student4	trash@bpcc.edu	Student	<input type="button" value="Password"/> <input type="button" value="Properties"/>
Train, 1	train1	trash@bpcc.edu	Instructor	<input type="button" value="Password"/> <input type="button" value="Properties"/>

If you do not have an email client setup on your computer or you would like to email several students at one time, go back to the Control Panel and select **Send Email** under Course Tools.

Password Option:

This option is not available. BPC policy does not allow any user to change the Password of another user. Users can change their own Password by using the **Personal Information** tool on the *My BPC* page or the **Personal Information** tool in their course.