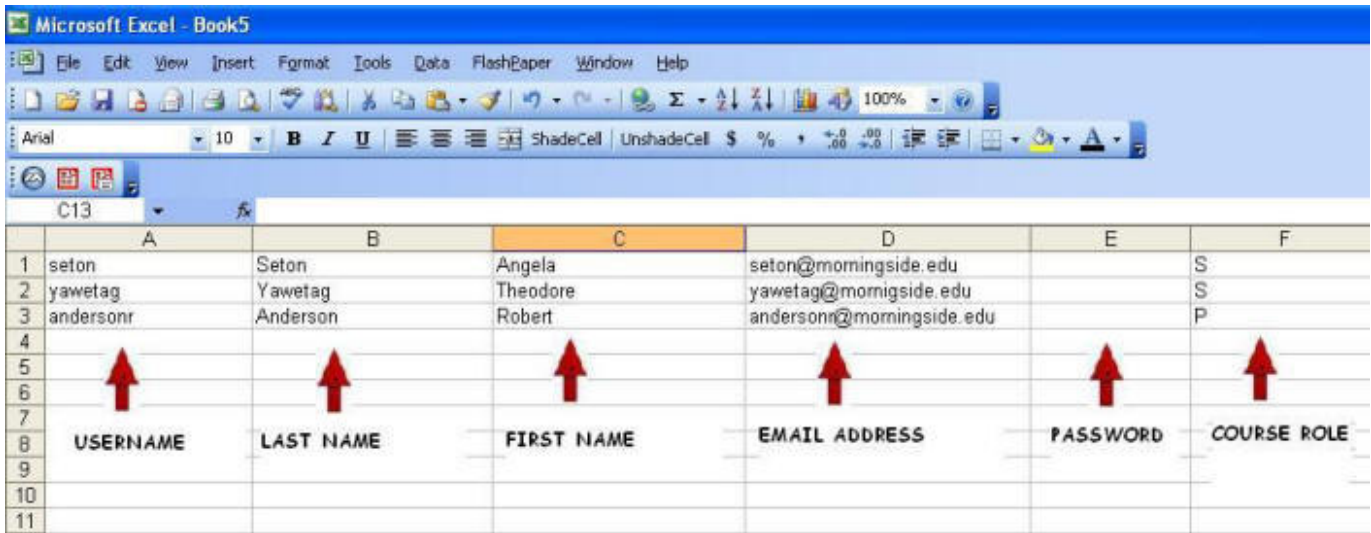


How to Import Users into Blackboard Using a Tab Delimited File

Overview

This procedure will enroll users into a course and Miller Hall (Blackboard) at the same time.

1. Create a new blank spreadsheet with columns for Username, Last Name, First Name, Email Address, Password, and Class Role. The password value, if left blank, will be Password. The username value will be the first part of your email address, which is before the @. For example, mine is andersonr. The value for role will be **S** for Student, **T** for Teaching Assistant, or **P** for Instructor. Your spreadsheet should look like the picture below.

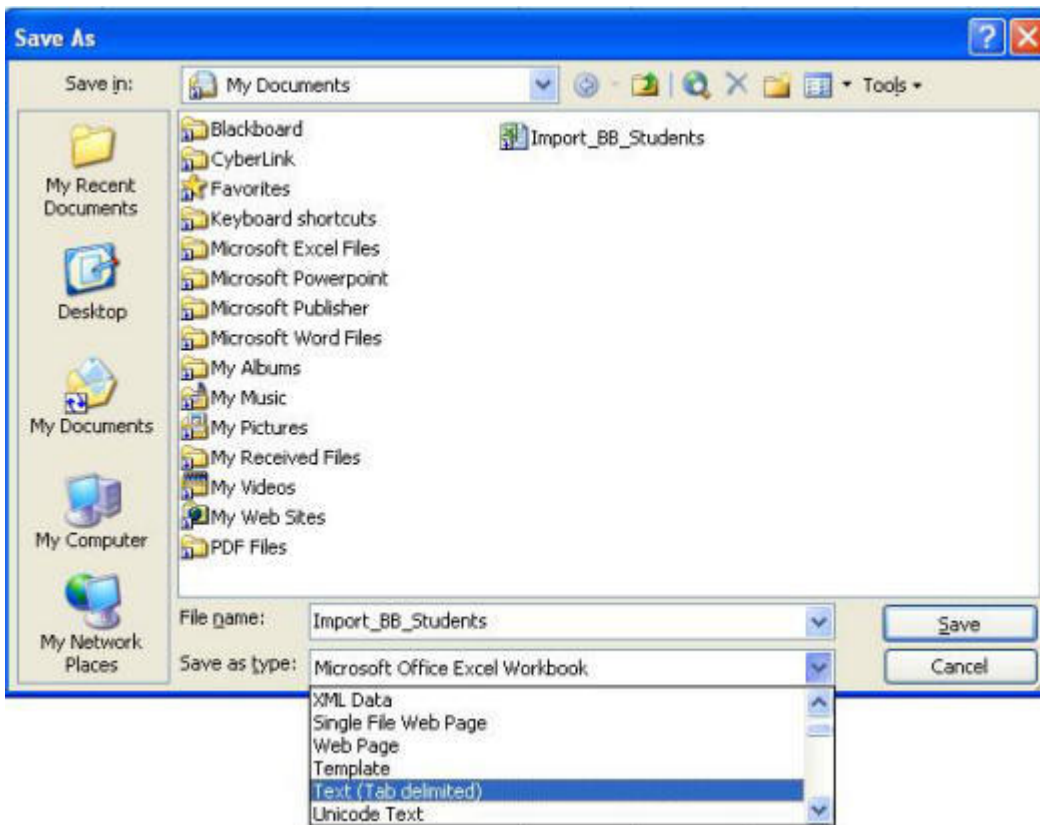
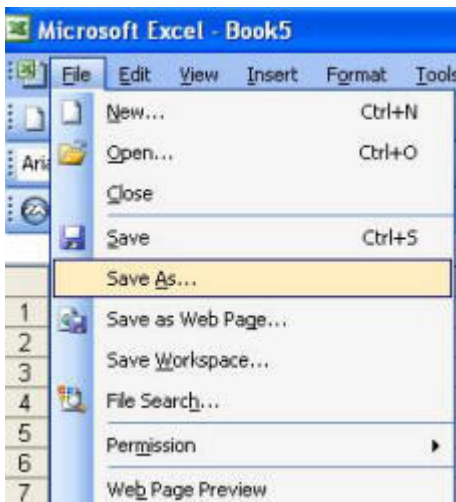


The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	seton	Seton	Angela	seton@morningside.edu		S
2	yawetag	Yawetag	Theodore	yawetag@morningside.edu		S
3	andersonr	Anderson	Robert	andersonr@morningside.edu		P
4						
5						
6						
7						
8	USERNAME	LAST NAME	FIRST NAME	EMAIL ADDRESS	PASSWORD	COURSE ROLE
9						
10						
11						

2. Enter information into the appropriate fields, then save the spreadsheet as an Excel file with a title that is meaningful to you, like your Blackboard Class ID.

3. After you save it, you will save it again, but this time with the **File** and **Save As** command from the file menu. When the menu comes up, use the same name, but choose Text (Tab Delimited). Click **Save**.

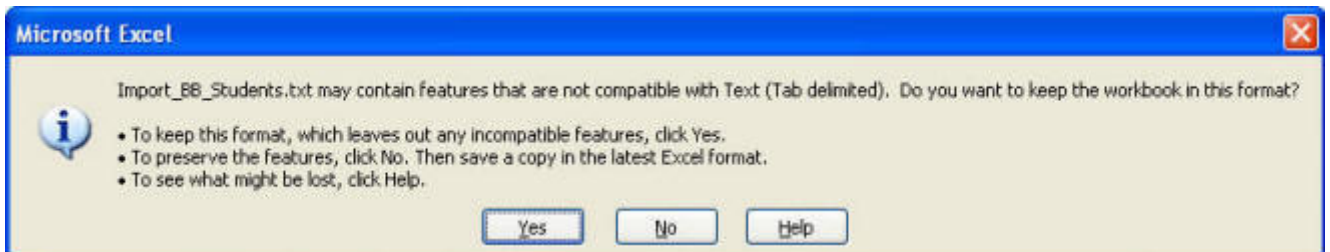


For additional help please call Robert Anderson at 712-274-5295 or email andersonr@morningside.edu.

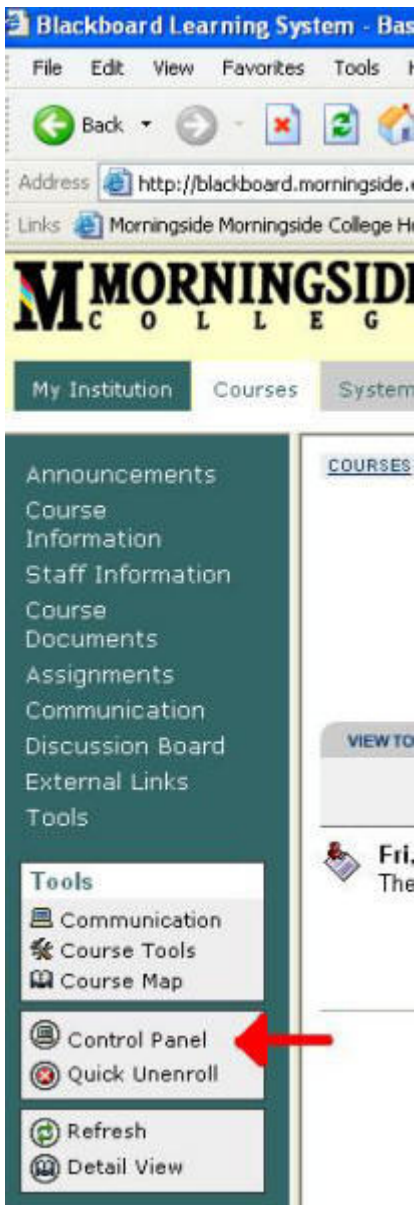
4. After you click save, there will be a message box about the selected file type not supporting multiple sheets. Click **OK** to acknowledge the message and continue.



5. You will receive another message from Excel stating that this document may contain features that are not compatible with this file type. Click **Yes** to acknowledge the message and finish the saving process.



6. Logon to Blackboard at <http://blackboard.morningside.edu>, or through the Morningside webpage. Go to your courses. Open the desired course that needs to have the user(s) imported to. When the class is open, click on the course **Control Panel**.



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7. After the Control Panel opens, click on **Batch Create Users** from the right side of the window.

The screenshot displays the Blackboard Control Panel with several navigation menus:

- Content Areas:** Course Information, Course Documents, Assignments, External Links.
- Course Tools:** Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Glossary Manager, Messages, Manage Chalk Title.
- Course Options:** Manage Course Menu, Course Design, Manage Tools, Settings, Recycle Course, Course Copy, Import Course Cartridge, Import Package, Export Course, Archive Course.
- User Management:** List / Modify Users, Create User, Batch Create Users (highlighted with a red arrow), Enroll User, Remove Users from Course, Manage Groups.
- Assessment:** Test Manager, Survey Manager, Pool Manager, Course Statistics, Gradebook, Gradebook Views.
- Help:** Support, Manual, Contact System Administrator.

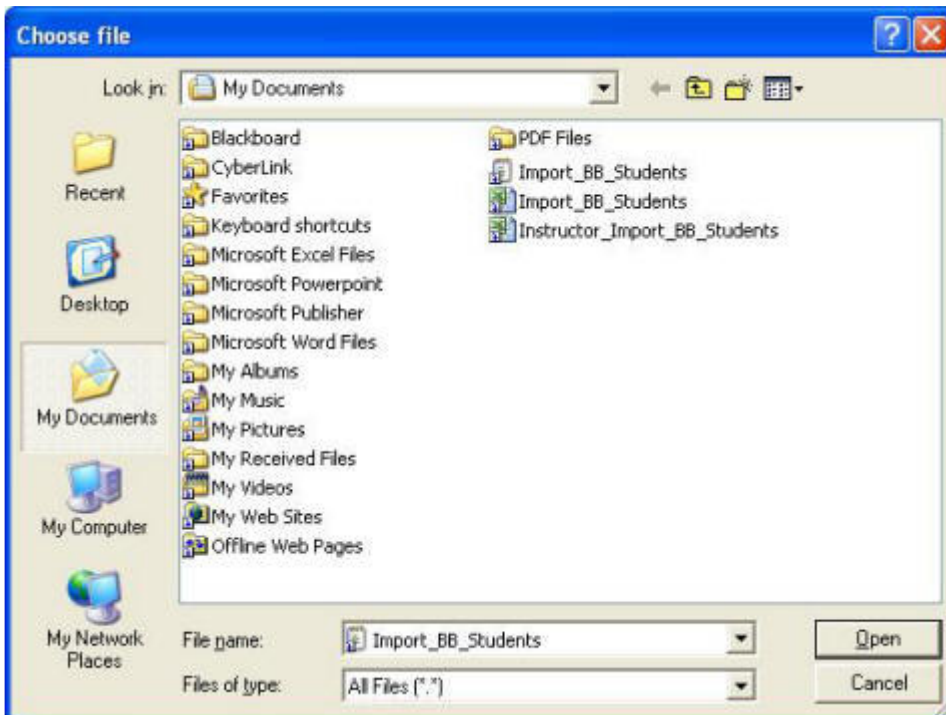
8. After you click Batch Create Users, scroll down the page and find **File Upload**. Click **Browse** for the student information text file from Excel .

The 'File Upload' dialog box contains the following elements:

- 2 File Upload:** A section header.
- File Location:** A text input field followed by a 'Browse...' button.
- Delimiter Type:** Radio button options for Automatic (selected), Comma, Tab, and Colon.
- 3 Submit:** A section header.
- Instructions:** Click **Submit** to finish. Click **Cancel** to quit.
- Buttons:** 'Cancel' and 'Submit' buttons.

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9. After you click browse, the following screen will appear. Use the drop down box next to "Look in" to navigate to the approximate location of the file. When in the approximate location, click inside the bigger box to enter any subfolders. When you find the file, click on it to **Open**.



10. When your file is selected, click **Tab** as the delimiter type. Press **Submit**.

Delimiter Type: Automatic Comma Tab Colon

11. Once the submission is complete, you will receive the following confirmation from Blackboard.



12. Users are now officially enrolled in Miller Hall (blackboard) for present and future classes.