

# Blackboard Online Marking Enrolling Examiners (LTS Guide)



## ENROLLING EXAMINERS ON A BLACKBOARD SITE

1. IN A NEW WINDOW open <https://learn.uea.ac.uk> and navigate to the Module requiring sampling using the SEARCH functionality

**SYSTEM ADMIN (Top Right) -> Modules -> Select Module ID -> Type Module ID in Free Text Box -> GO**

2. Select Appropriate Module

The screenshot shows the Blackboard 'Modules' page. At the top, there are navigation buttons for 'LEARN' and 'SYSTEM ADMIN'. Below the navigation is a search bar with the following criteria: Search: Module ID, Contains, AMAP5123, AND Date Created Before 27/01/2016, In All Modules. The search results table is as follows:

Status	Module ID	Module Name	Date Created	Instructor Username	Instructor Name	Data Source Key	Term
<input type="checkbox"/>	AMAP5123A-15-SEM1-A	2015/6: FILM AND VIDEO PRODUCTION - SEM1 - A	09/06/15 16:44	lt619, hbh13pku, enw14wbu, psu07jeu, p006, j022	Michael Lengsfeld, Sean Thompson, Matthew North, Alicia McConnell, Roger Hewins, Jessica Kerry	course_2015.txt	2015 / 2016

At the bottom of the page, it says 'Displaying 1 to 1 of 1 items' with buttons for 'Show All' and 'Edit Paging...'

3. Quick Enrol if you are not already
4. On the left hand side navigation select Control Panel -> Users and Groups -> Users
5. Select the Blue Button 'Find Users to Enrol'

The screenshot shows the Blackboard 'Users' page. On the left, there is a navigation menu with '2015/6: FILM AND VIDEO PRODUCTION - SEM1 - A' selected. The main content area has a search bar with the following criteria: Search: Username, Not blank, tqv13fzu. Below the search bar, there are buttons for 'Find Users to Enrol' and 'Go'.

6. Enter the Examiners username i.e. **tvq13fzu** if not known use the Browse.... functionality
7. Select Role 'Instructor'
8. Submit

The screenshot shows a web browser window displaying the Blackboard interface. The address bar shows the URL: [https://learn.uea.ac.uk/webapps/blackboard/execute/editCourseEnrollment?course\\_id=\\_111154\\_1&contextType=course&sourceType=COURSES](https://learn.uea.ac.uk/webapps/blackboard/execute/editCourseEnrollment?course_id=_111154_1&contextType=course&sourceType=COURSES). The page title is "Add Enrolments: AMAP5123A-15-SEM1-A". The left-hand navigation menu is expanded to show "Users and Groups" > "Users". The main content area has a header "Add Enrolments: AMAP5123A-15-SEM1-A" and a sub-header "ENROL USERS". Below this, there is a form with the following fields: "Username" (text input with "tvq13fzu" and a "Browse..." button), "Role" (dropdown menu with "Instructor" selected), and "Enrolment Availability" (radio buttons for "Yes" and "No"). There are "Cancel" and "Submit" buttons at the bottom right of the form. The top right of the page shows the user's name "Vanessa Boon" and a power icon.

**The Examiner is now enrolled on the Module site**