

## Add Students to the Grade Center

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### Add Users to the Grade Center Manually

Instructors can add students from the Grade Center by manually enrolling them in their Course or Section. To enroll a student, the student must be a user in the system. Follow the steps below to manually add a student to the Grade Center.

If the student is already a Blackboard user:

1. From the Course, navigate to the **Control Panel**.
2. Click **Enroll User**.
3. Locate the user by searching or listing all users.
4. Check the select box next to the student to enroll in the course.
5. Click **Submit**.



**Note:** Multiple students that are listed on the page may be added using this method. To add additional students that are listed on another page, first submit the initial students by clicking Submit. Next, navigate to the second page and enroll those students. Multiple selections can only be made on a single page.