Adding All Students to Blackboard

Instructors can add all students to their Blackboard courses after obtaining student usernames from the Class Roster Toolkit (https://banner.csub.edu/pls/apex/f?p=116 or go to the CSUB Homepage > Faculty/Staff > Class Roster Toolkit).

1. Log into the toolkit using your myCSUB log in information
2. Click NetIDs for a Class (Course)
3. Select the term, enter the course number, and click Go
4. Highlight and copy the list of usernames

The next step is to log into your Blackboard course to paste the usernames:

1. Click Users and Groups then click Users
2. Click Find Users to Enroll
3. Place your mouse/cursor next to Username and paste the usernames
4. Click Submit

**Note:** The system will alert you if a username does not exist in Blackboard and will prevent all students from being added. To add the remaining students, remove the username that does not exist before clicking the Submit button. In addition, send an email to lmssupport@csub.edu with the username that could not be found in the system. The username will be created and an email response will be sent informing you that you can now add the student.