

## Add or Delete Bb Class Roster Names

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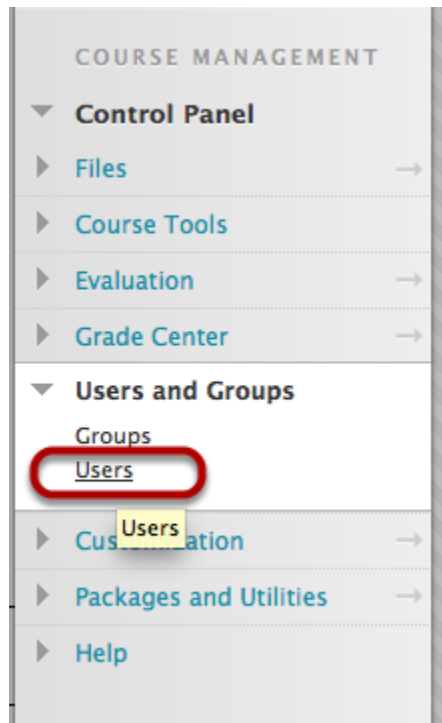
Student names are updated on your Bb class roster daily during the term. The initial Bb student roster population is done about a week prior to the first day of class. Instructor names are added to Bb when changes are recorded in PeopleSoft.

To add or remove names on your Bb class roster, follow these steps.

NOTE: To remove a user with **Instructor privileges**, first change the user's roll in the course to *student*.

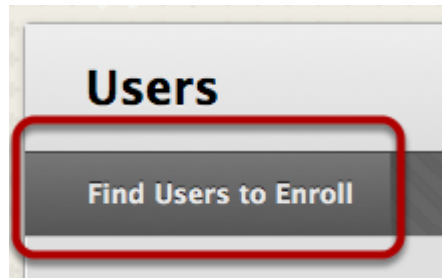
- see step at the end of this document.

### Add a Name Manually



In the **Control Panel**  
click **Users and Groups**  
click **Users**

## Find Users to Enroll



Click **Find Users to Enroll**

## Enroll Users

*\* Indicates a required field.*

Cancel Submit

**ENROLL USERS** 4

*Enter one or more Usernames. Separate multiple Usernames with commas. ~~Click Browse to search~~*

1 \* Username   **Browse is for searching only.**

2 Role

3 Enrollment Availability  Yes  No

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel Submit

\_!\_

1. Enter the student's **WarriorID** (Bb calls it **Username**), the email address *before* the @, in the box. Do *not* include @ or csustan.edu.

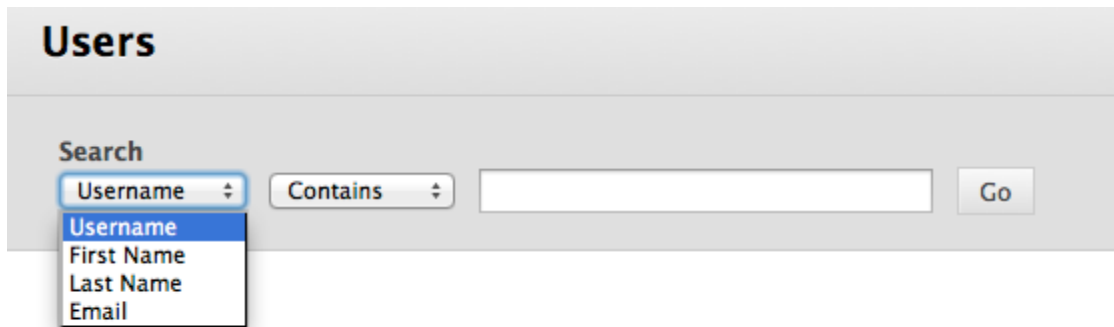
2. Set **Role** - default = **Student**

Do **NOT** click the **Browse** button unless you do not know the Warrior ID and need to search.  
- see next step for searching with the *Browse* feature.

3. Keep Enrollment Availability set to **Yes**

4. Click **Submit**.

## Browse to Search for Unknown Warrior ID/Email



The screenshot shows a web interface titled "Users". Underneath the title is a search section. On the left, there is a dropdown menu with the word "Search" above it. The dropdown menu is open, showing four options: "Username", "First Name", "Last Name", and "Email". To the right of this dropdown is another dropdown menu labeled "Contains". Further right is a text input field, and to its right is a button labeled "Go".

Click the **Browse** button to open a search window

Search only by *First Name* or *Last Name*.

- If you know the *Username* or *Email*, do not use Browse.

The search parameters include **Contains**, **Equal to**, **Starts with**, **Not blank** (displays all names on Bb)

Click the **GO** button.

Select the correct user by placing a check in the box to the left and click **Submit** on the Pop-Up window

Click **Submit** on the *Add Enrollments* page

The banner indicates success or issues a warning.

**NOTE:** If you enter a Warrior ID **and** click Browse to select the same user, you will receive an error message.

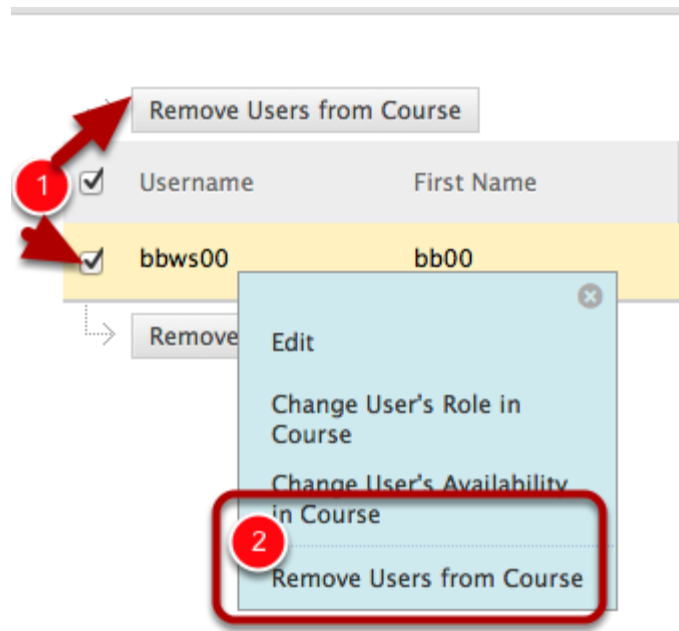
- **You do not have permission to add the same user twice nor add a user and an entry that is not a username.**

If you can not find a user, check MyCSUStan to verify the name is on your official roster.

You can also find the email/Warrior ID in MyCSUStan.

If that ID does not appear in Bb, you need to wait until the enrollment process is complete and the name has been ported from PeopleSoft to Bb.

## Remove Student or TA Name



Verify the student name and ID with your official course roster prior to removing a student from the Bb class roster.

The student name will repopulate if the name remains in the PeopleSoft official roster.

Either

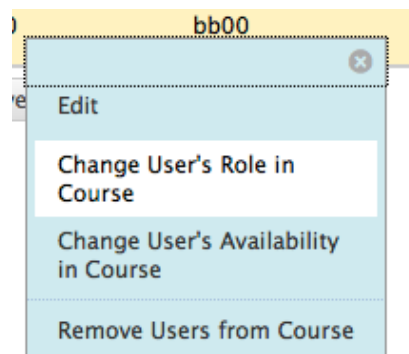
1. Place a check in the box by the name and click **Remove Users from Course**

or

2. Hover over the name to see chevron, click it, and use the pop-up menu to **Remove Users from Course**

**Removing a name from the Bb roster deletes all submissions from that user.**

## Remove Instructor Name



In the popup menu, select **Change User's Role in Course**

Change the *Role* to **Student**, click **Submit**, then remove as a Student