Add or Delete Bb Class Roster Names

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
Click **Find Users to Enroll**

**Enroll Users**

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**.
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 cannot 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