

Blackboard: CUHK User Management

Last Modified on 20/03/2025 11:11 am HKT

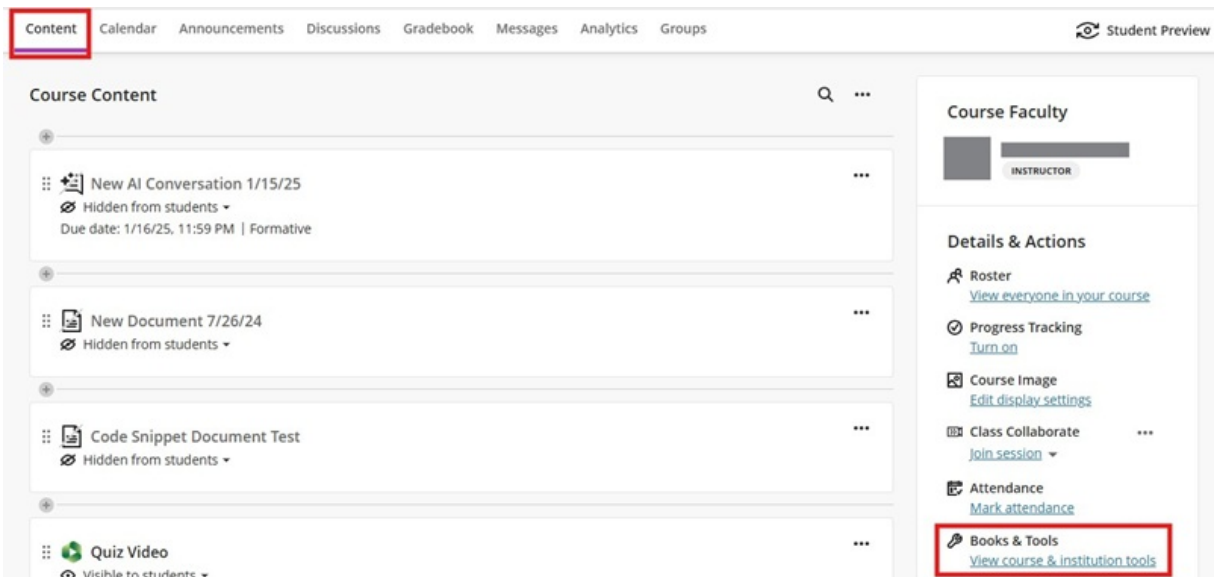
Overview

With **CUHK User Management** tool, Instructors and TA/Support Staff can:

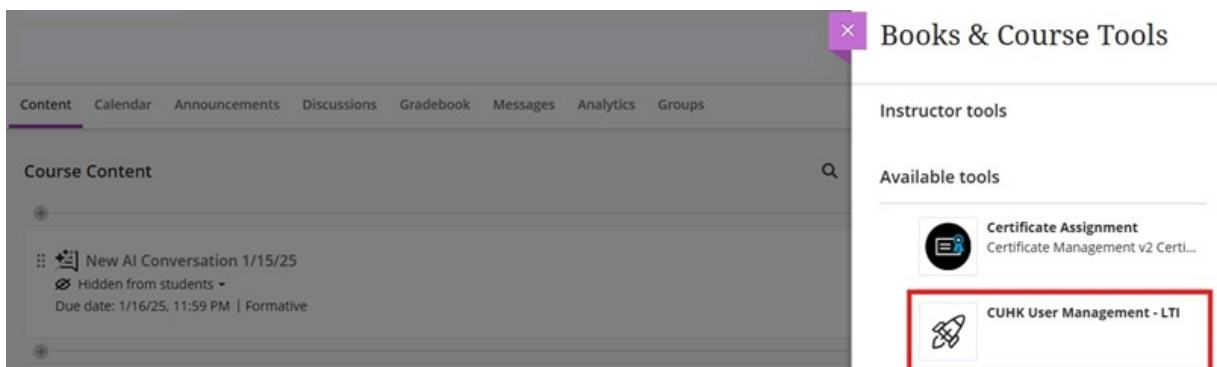
- Enroll Users
- Remove Users
- Change User Role
- Change User Availability

Steps (Ultra Course View)

1. Access your course, then proceed to Content > Books & Tools > **View course & institution tools**.



2. Then, select **CUHK User Management - LTI**.



3. Once you have reached the page of CUHK User Management, you can:

Enrollment of () **Enroll User** **A**

Remove Users from Course **B**

Show 25 entries

Search:

| <input type="checkbox"/> | USER NAME | FIRST NAME | LAST NAME | EMAIL | ROLE | AVAILABLE | DATA SOURCE |
|--------------------------|-----------|------------|-----------|-------|------|-----------|-------------|
| <input type="checkbox"/> | | | | | | Yes | SYSTEM |
| | | | | | | Yes | SYSTEM |
| <input type="checkbox"/> | | | | | | Yes | SYSTEM |
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| <input type="checkbox"/> | | | | | | Yes | SYSTEM |
| <input type="checkbox"/> | | | | | | Yes | SYSTEM |

Showing 1 to 7 of 7 entries

Previous 1 Next

- A. Enroll users: Check the user list on this page and make sure the users are not on the list. Then, click **Enroll User** and input **Staff/Student IDs** to add (a) students, (b) instructors and/or (c) TA/Support Staff to your course site. If you need to enroll multiple users, please separate their usernames with comma(s).

ENROLL USERS

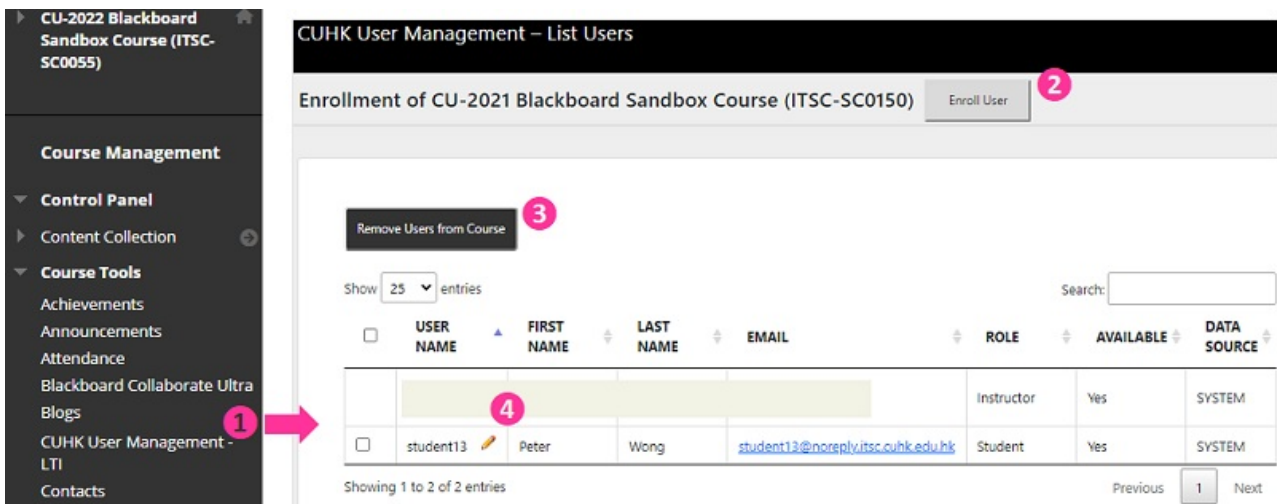
Enter up to 10 usernames. Separate multiple usernames with commas.

* Username (Student/Staff ID)

Role

- B. Remove users: Select users. Click **Remove Users from Course** to remove users from your course.
- When you remove users from a course, **the system will delete all associated user data from the course.**
 - You cannot remove users added by **CUSIS-Blackboard synchronization**. Change **Available** to **No** using the **Pen icon** to stop the user(s) from accessing the Blackboard course site.
- C. Change user role / availability: Click the **Pen icon** to edit the user's role and/or availability if needed.

Steps (Original Course View)



1. Access your course, then proceed to Course Management > Control Panel > Course Tools > **CUHK User Management - LTI**.
2. **Enroll users:** Check the user list on this page and make sure the users are not on the list. Then, click **Enroll User** and **input Staff/Student IDs** to add (a) students, (b) instructors and/or (c) TA/Support Staff to your course site. If you need to enroll multiple users, please separate their usernames with comma(s).

ENROLL USERS

Enter up to 10 usernames. Separate multiple usernames with commas.

* Username (Student/Staff ID)

Role

3. **Remove users:** Select users. Click **Remove Users from Course** to remove users from your course.
 - When you remove users from a course, **the system will delete all associated user data from the course.**
 - You cannot remove users added according to CUSIS information from a Blackboard course site. Update "Available" to "No" using the "Pen" icon to stop the user(s) from accessing the Blackboard course site.
4. **Change user role / availability:** Click the **"Pen"** icon to edit the user's role and availability if needed.

Additional reminder:

- Changes made under Blackboard CUHK User Management Tool will NOT synchronize with / update by CUSIS (e.g., You have enrolled a student in your Blackboard Course during Add/Drop period, the student will still be there even s/he has dropped the course on CUSIS).
- You could submit your requests to elearning@cuhk.edu.hk / [ITSC Service Desk \(https://servicedesk.itsc.cuhk.edu.hk/\)](https://servicedesk.itsc.cuhk.edu.hk/) ([Instructions \(https://cuhk.service-now.com/sp?id=kb_article&sys_id=8cb5ae42db1b8b002c96f2adb961944\)](https://cuhk.service-now.com/sp?id=kb_article&sys_id=8cb5ae42db1b8b002c96f2adb961944)), especially when you need to add over 10 users to your course site(s). Please make use of [this template \(https://www.cuhk.edu.hk/eLearning/support/Batch_Enrollment_Template.xlsx\)](https://www.cuhk.edu.hk/eLearning/support/Batch_Enrollment_Template.xlsx) for batch enrollment.