

# Blackboard: CUHK User Management

Last Modified on 18/08/2025 10:24 am HKT

## Overview

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

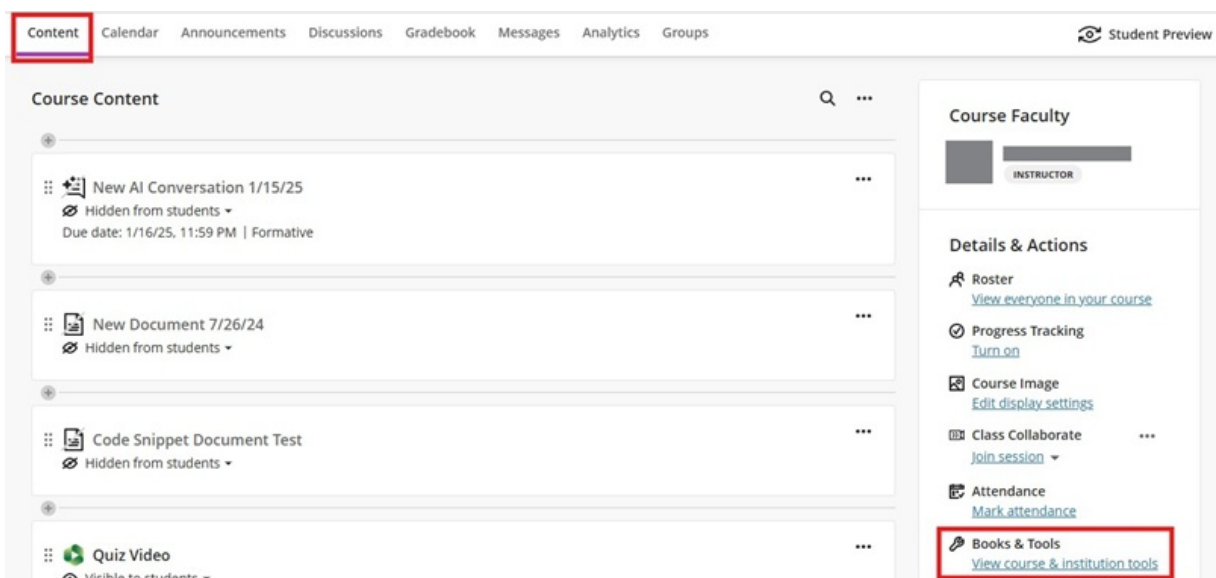
- Enroll Users
- Remove Users
- Change User Role
- Change User Availability

## 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 before or 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](mailto: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=8cb5ae42db1b8b002c96f2adbf961944) ([https://cuhk.service-now.com/sp?id=kb\\_article&sys\\_id=8cb5ae42db1b8b002c96f2adbf961944](https://cuhk.service-now.com/sp?id=kb_article&sys_id=8cb5ae42db1b8b002c96f2adbf961944))), 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](https://www.cuhk.edu.hk/eLearning/support/Batch_Enrollment_Template.xlsx)) for batch enrollment.

## 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**.

Questions: [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk)

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Books & Course Tools

Instructor tools

Available tools

Certificate Assignment  
Certificate Management v2 Certi...

**CUHK User Management - LTI**

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

CUHK User Management – List Users

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

**Remove Users from Course** **B**

Show 25 entries Search:

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

CU-2022 Blackboard Sandbox Course (ITSC-SC0055)

Course Management

- Control Panel
- Content Collection
- Course Tools
  - Achievements
  - Announcements
  - Attendance
  - Blackboard Collaborate Ultra
  - Blogs
  - CUHK User Management - LTI
  - Contacts

CUHK User Management – List Users

Enrollment of CU-2021 Blackboard Sandbox Course (ITSC-SC0150) Enroll User

Remove Users from Course

Show 25 entries

Search:

	USER NAME	FIRST NAME	LAST NAME	EMAIL	ROLE	AVAILABLE	DATA SOURCE
<input type="checkbox"/>					Instructor	Yes	SYSTEM
<input type="checkbox"/>	student13	Peter	Wong	<a href="mailto:student13@noreply.itsc.cuhk.edu.hk">student13@noreply.itsc.cuhk.edu.hk</a>	Student	Yes	SYSTEM

Showing 1 to 2 of 2 entries

Previous 1 Next

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

Cancel Submit

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.

Contact us: ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>) / [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)