

CUHK User Management

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

- A. Enroll Users
- B. Remove Users
- C. Change User Role
- D. Change User Availability

The screenshot displays the Blackboard Learn interface for CUHK User Management. On the left, the 'Control Panel' sidebar shows 'Course Tools' expanded, with 'CUHK User Management' selected (1). The main content area is titled 'CUHK User Management' and features an 'Enroll User' button (2). Below the button is a search bar with 'User Name' and 'Contains' dropdown menus and a 'Go' button. A 'Remove Users from Course' button (3) is positioned above a table of users. The table has columns for 'USER NAME', 'FIRST NAME', 'LAST NAME', and 'EMAIL'. The first row shows 'student10' with a 'Pen' icon (4) next to it. The second row shows 'student09' and the third row shows 'student08'.

USER NAME	FIRST NAME	LAST NAME	EMAIL
student10	student10	student10	student10@dummy.cuhk.edu.hk
student09	student09	student09	student09@dummy.cuhk.edu.hk
student08	student08	student08	student08@dummy.cuhk.edu.hk

1. On the **Control Panel**, expand **Course Tools**, and select **CUHK User Management**.
2. Enroll User: Check the user list on this page and make sure the users are not yet enrolled in the course. 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.
3. Remove User: Select users, click **Remove Users from Course** to remove users from your course. Users added according to CUSIS information cannot be removed from the course site. Update "Available" to "No" using the "Pen" icon to stop the user(s) from accessing the course site.
4. Change User Role / Availability: Click "Pen" icon to edit the user's role and availability if needed.

You are always welcome to submit your requests in [ITSC Service Desk \(Instruction\)](#), especially when you need to add more than 10 users to your course site(s). Please make use of [this template](#) for batch enrollment.