Adding/Removing Users in an Organization
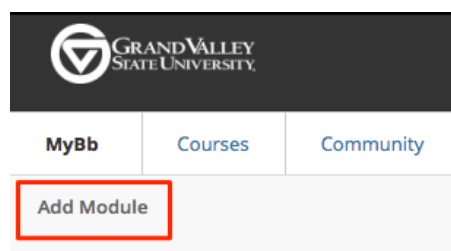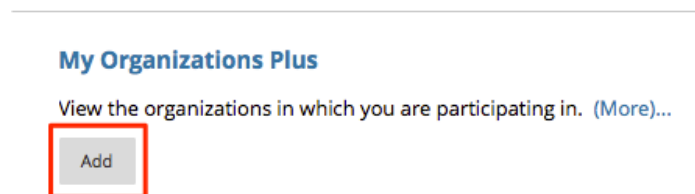
To add a user to an organization that you are leading…

1. Go to the MyBB tab on your Blackboard
2. At the top left, click on Add Module

3. Scroll down to find My Organizations Plus, click on Add. If you have a Remove button, you already have the module on your MyBB page.

4. Once you have added the module, go back to your MyBb tab and find the module. This is the page that lists all of your courses. *Note:* This module could be located in any of the three columns of modules. If you just added the module, it is most likely located at the bottom of your MyBb page.
5. Click on the Edit Users link next to the organization you are working in.
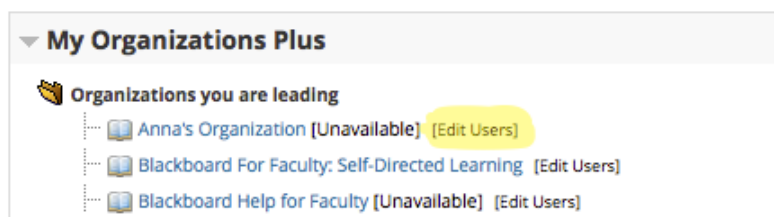
6. To add the users, click on Add Users, or to change a user's role, click the drop down arrow next to their name. When you are finished, press Submit.

7. To delete users, check the box next to their name under the Unenroll column and then select Submit.