HOW TO ADD A PEER REVIEWER TO YOUR BLACKBOARD SITE

1. Enter your username and password. Then click the LOGIN button.

2. Click on your course title in the MY COURSES box.
3. Once inside the course, select USERS AND GROUPS on the Control Panel.

4. From the drop-down menu, select USERS.
5. On the Users page, click the button FIND USERS TO ENROLL.

6. If you know the peer reviewer’s ID number, type the number in the USERNAME field, click the SUBMIT button, and proceed to step 11. If not, click the BROWSE button.
7. A pop-up window should appear where you can search for users by Username, First Name, Last Name, or Email. For this example, we will use the reviewer’s last name.

8. Type the last name into the search field and click GO.
9. Once the matches appear, check the box beside the reviewer’s name and click the SUBMIT button.

10. When you have returned to the ADD ENROLLMENTS page, click the SUBMIT button to add the reviewer in a student role.
11. A confirmation message should appear in a green banner at the top of the page stating that the enrollment was a success.

12. Now your peer reviewer should be able to log into your Blackboard site, using his or her Bison Web ID number and password. If the reviewer cannot log in, advise the reviewer to email ugiri@howard.edu or khurt@howard.edu.