

Instructional & Emerging Technologies

QuickStart

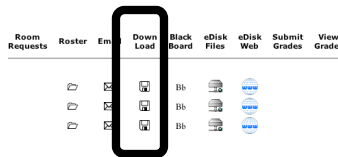
Batch Student Enrollment Using MyDiplomat

This Quickstart provides instructions on how to batch enroll existing Franklin & Marshall College students into a Blackboard course using MyDiplomat.

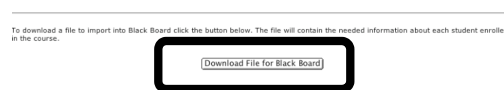
1. Go to <http://mydiplomat.fandm.edu>
2. Enter your username and password to access your personal MyDiplomat site.
3. Click on the **Courses** tab to view current courses.



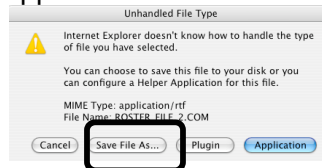
4. Click on the icon across from the course title located under **Download**.



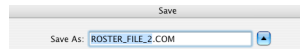
5. Click on the **Download File for Blackboard** button at the top of the window.



6. The following window will appear:



7. Click on the **Save File As** button and save the file to your Desktop so that you can easily locate it. *If you plan to download multiple rosters from MyDiplomat, you may want to change the name of the downloaded file (the title defaults to ROSTER_FILE_2) to reflect each course's title and section.*



8. **Log on to Blackboard** and access the course you wish to upload a roster into.
9. From within the **Control Panel** of your Blackboard course, select **Batch Create Users for Course** under **User Management**. Be sure to read the instructions.
10. Browse and select the Downloaded Roster from MyDiplomat.
11. Confirm that *comma* is selected as the delimiter.
12. Click **Submit**.
13. Follow the on-screen prompts to confirm the students are properly added to your course. You will receive a confirmation receipt stating the status of your batch student enrollment.