Enroll a User as a Teaching Assistant or Instructor into a Blackboard course

If you need to allow someone else access to your information in Blackboard you can enroll them as a Teaching Assistant or Instructor into your Blackboard course.

*If you enroll someone as an Instructor you will be unable to remove them from the Blackboard course later.

- Log into Blackboard and go into the course in which you wish to enroll the User
- Go to Control Panel -> Course Tools -> Manage Users (New)
- Once in Manage Users click the large button, Add Users

Manage Users

This course contains a total of 0 user(s) either cannot log in

- If you know the person’s username enter that or you can search for the user by different criteria. I find searching by email address to work best.
- Once you have found the user choose the Role you wish to give them and click the Submit button.
- On the next screen you should see a small green bar at the top tell you that the user was successfully enrolled into the Blackboard course.

Removing a Teaching Assistant

If you enroll someone as a Teaching Assistant and wish to remove them you will need to go into Manage Users (New) again. While viewing the list of users in the Blackboard class check the box beside the user you wish to remove and then click the button at the top of the list, Remove from this Course.