



Adding Instructors, Teaching Assistants & Course Builders

Blackboard gives instructors the option of manually adding people to a course site. You might want to add co-instructors, teaching assistants, or people who can help you design the course such as educational technologists or people who can help you enrich the course with relevant materials such as librarians. Blackboard has some pre-defined roles and people in the last group could be assigned the role of “course builders.”

People with different roles have access to different parts of a Blackboard course site. Co-instructors have access to all parts of the course site. Teaching assistants have access to all parts of the course site except for the ability to **Enroll User** in a course. Course builders have access to all parts of a course that an instructor has except for the **Grade Center**, the **Performance Dashboard**, **Early Warning System**, **Course Statistics**, and **Archive Course**.

People who already have Blackboard accounts can be easily added to a course site by using the **Enroll User** function. When they are first “enrolled” in a course, they are given the default role of student. Instructors may later change that by assigning people different roles. Step-by-step instructions for adding a user and changing a user’s role appear later in this document.

Once a person is enrolled in a course, he or she cannot be removed by the instructor. To make the course inaccessible to that person, you must use **List/Modify User**, modify the person’s properties and choose **No** for **Available (this course only)**.

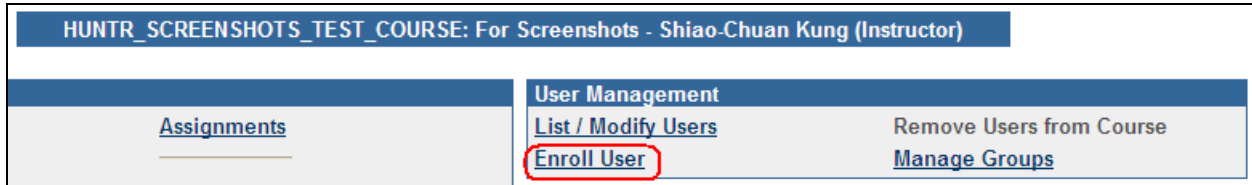
NOTE: Students are automatically added and removed from Blackboard courses based on their official enrollment status. Blackboard course rosters reflect the content of the student database (SIMS) maintained by the Registrar’s Office. Instructors should NOT manually enroll students who are taking classes for credit as this will lead to inconsistent records. If you discover problems with the automatic process, please email bb@hunter.cuny.edu.

NOTE: If the person you are trying to add does not have a Blackboard account, then the procedure is substantially different and requires manually creating a new CUNY Portal account. If this is what you require, please email accounts@hunter.cuny.edu.

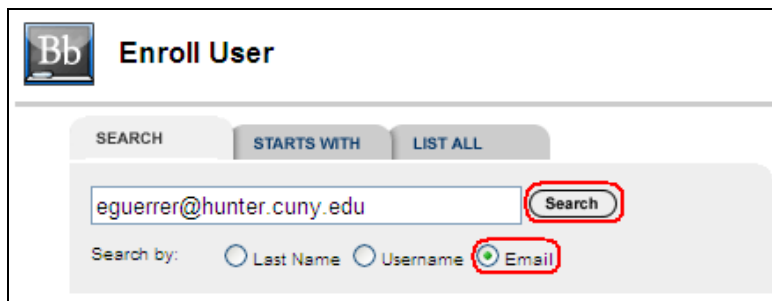
Adding a user to your Blackboard course

To add a user to a Blackboard course site, follow the steps below.

1. Go to the **Control Panel** and click on **Enroll User** under **User Management**.



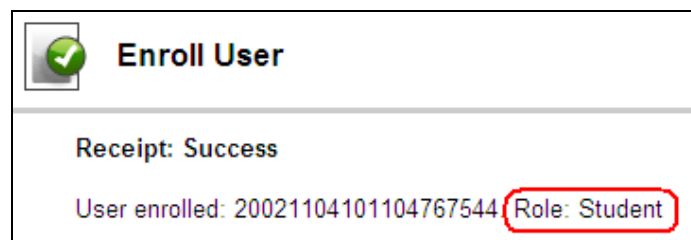
2. Click on the **Email** radio button, type the CUNY email address of the person you want to add and click on the **Search** button. You may also search for a person by his or her last name. A list of people with that last name will appear. Blackboard searches users at all CUNY campuses, so you may see a large number of results for common last names. If the person for whom you are searching does not appear on the first page of results, you can view additional pages by clicking on the numbers at the bottom of the screen.



3. Check the box to the left of the name of the person you want to add to your course site and click the **Submit** button.

Add	Name	Username	Email	Role
<input checked="" type="checkbox"/>	Guerrero, Encercida	20021104101104767544	eguerrer@hunter.cuny.edu	None

4. You have now added the person to your course with the role of student. You can now change his or her role to that of an instructor, teaching assistant or course builder.



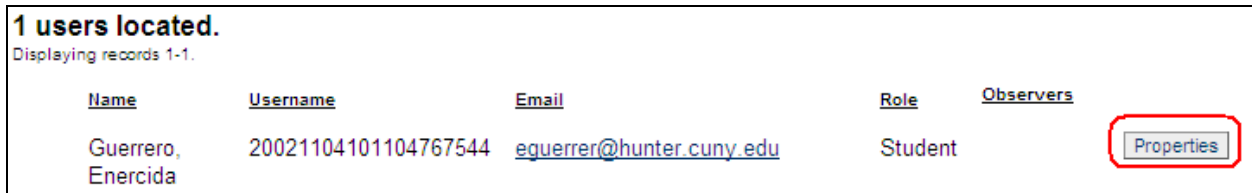
Assigning a role to a user

1. Go to the **Control Panel** and click on **List/Modify User** under **User Management**.

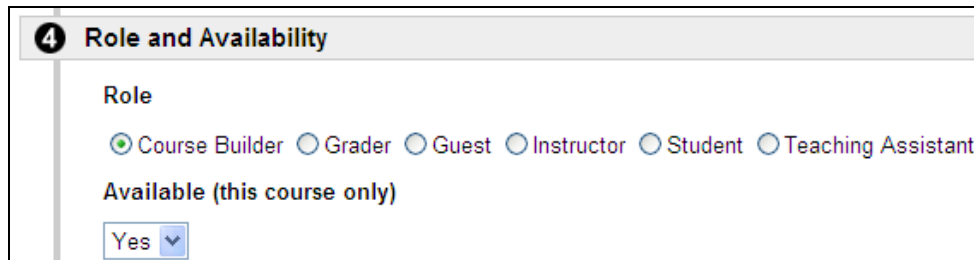


2. Type the last name of the person whose role you wish to change and click on the **Search** button.

3. Click on the **Properties** button next to the person's name.



4. Scroll down to section 4, **Role and Availability**. Click on the radio button to the left of the appropriate role.



5. Click on the **Submit** button.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.