

## Adding Instructors, Teaching Assistants, Course Builders & Peer Observers

---

Blackboard gives instructors the option to manually add people—co-instructors, teaching assistants, course builders or peer observers—to a course site.

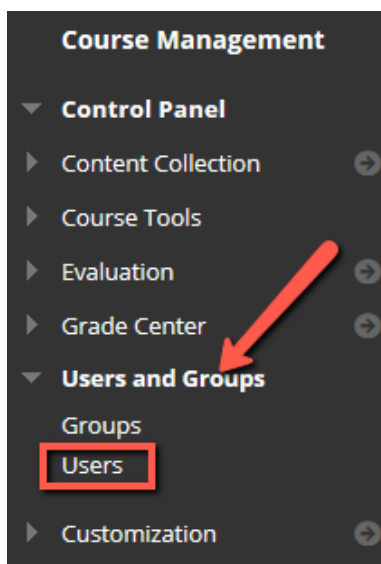
People with different roles have access to different parts of a Blackboard course site. Instructors have access to all parts of the course site. Teaching assistants have access to all parts of the course site except for the ability to **Enroll User** in a course. Course builders have access to all parts of a course that an instructor has except for **Grade Center**, **Performance Dashboard**, **Early Warning System**, **Course Statistics**, and **Archive Course**. Peer observers, added in the role of students, can see everything that students are able to see in a course.

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)**.

### Adding a user to your Blackboard course

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

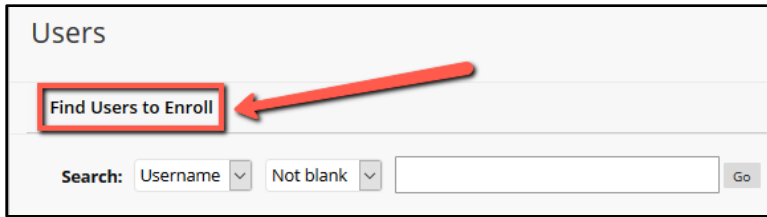
1. Go to the **Control Panel**, select **Users and Groups** and then **Users**.



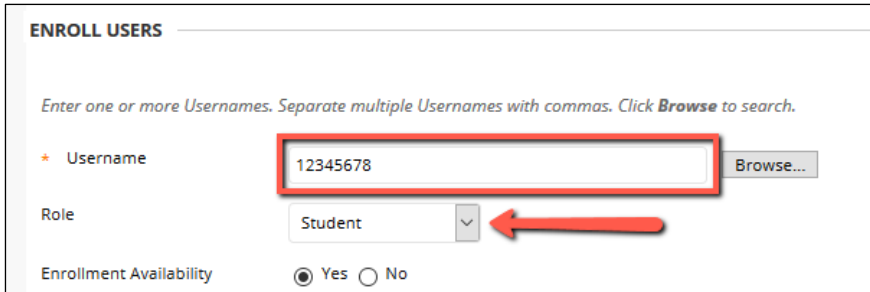
**NOTE:** Students are automatically added and removed from Blackboard courses based on their official enrollment status in CUNYfirst. Instructors should **NOT** manually enroll students who are taking classes for credit as this will lead to inconsistent records. If you discover problems with the automatic process, please email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu).

**NOTE:** Blackboard Organization enrollments are **NOT** updated automatically.

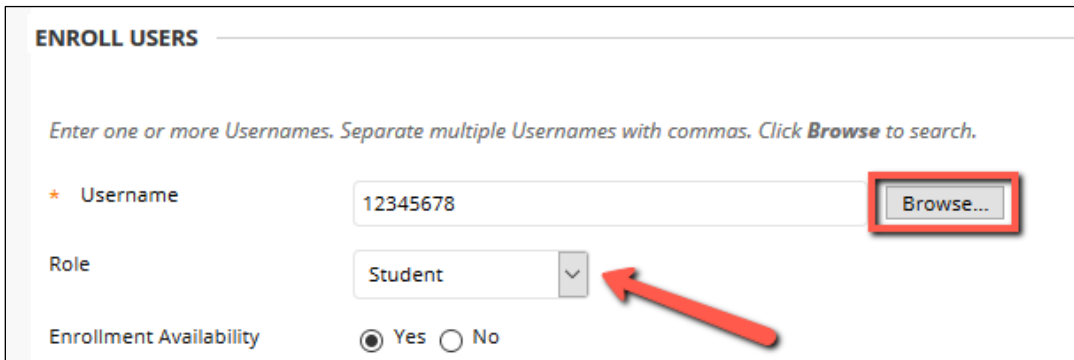
2. Click on the **Find Users to Enroll** button



- a) If you know the **Username (EMPL ID)**, you can enter it, select a role and click on the **Submit** button. **NOTE: EMPL ID** can be found on your Hunter ID Card.



- b) If you are unaware of the person's **Username**, you can click on **Browse** and search for the person by using his or her CUNY email address. Select **Email** from the dropdown menu. Enter the email address and click on the **Go** button. **PLEASE NOTE:** Not all users will be listed with their Hunter College address. They may have another email address listed within Blackboard. Please verify the user's email address.



- c) You may also search for a person by his or her **last name**. Select **last name** from the dropdown menu. 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 **Submit**.

Users

Search Username Equal to Go Options: User Information

<input checked="" type="checkbox"/>	STATUS	FIRST NAME	LAST NAME	USERNAME	EMAIL
<input checked="" type="checkbox"/>		Hunter	Student	EMPL ID will appear	bb@hunter.cuny.edu

Displaying 1 to 1 of 1 items Show All Edit Paging... Cancel Submit

4. Once you click on the **Submit** button, the pop-up window will close, and it will take you to the previous screen. You can now change his or her role to that of an instructor, teaching assistant, course builder or student (if adding a peer observer). After selecting a role, click on the **Submit** button again. You have now added the person to your course with the specified role.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

\* Username  Browse...

Role Student

Enrollment Availability  Yes  No

Click **Submit** to proceed. Cancel Submit

**PLEASE NOTE:** There is no listed role for Peer observers in Blackboard. Peer observers need to be in a course temporarily in the role of student. Make sure to change the observer's availability in the course at end of the observation period.


## Modifying the role of a user or the user's availability

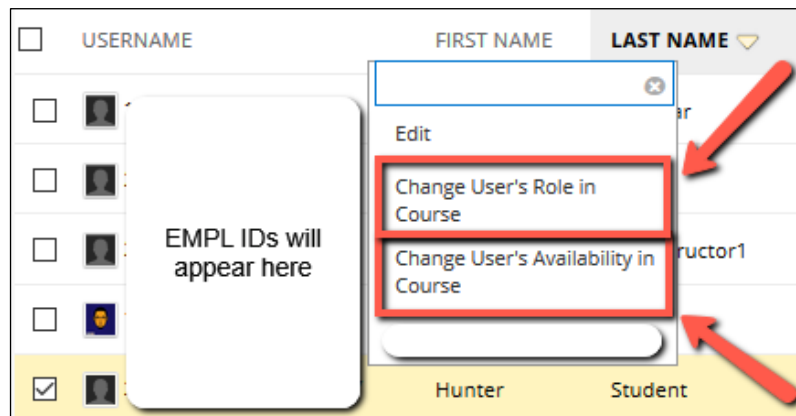
1. Go to the **Control Panel** and select **Users** under **User and Groups**.
2. Change the first top down menu to **Last Name** and type the last name of the person whose role you wish to change, and click on the **Go** button. You may also select **Not blank** (second dropdown menu) to view all users enrolled in your course.

Find Users to Enroll

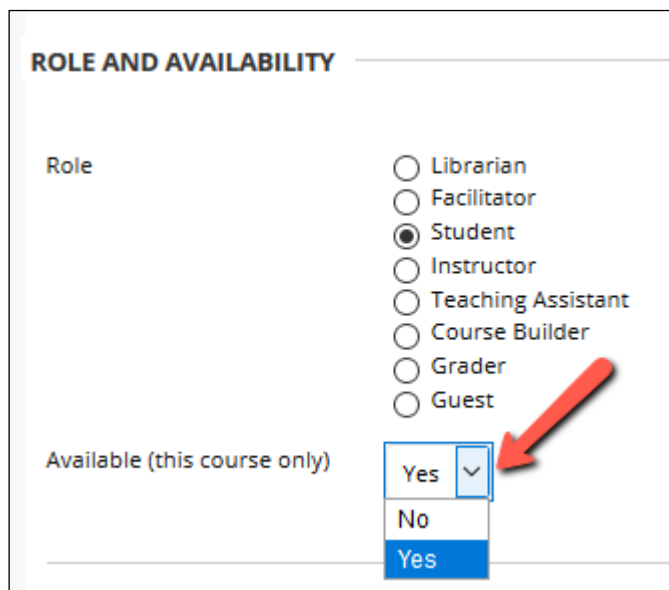
Search: Username Not blank Go

Contains  
Equal to  
Starts with  
Not blank

3. Click the contextual menu icon  next to the person's username and select **Change User's Role in Course** to give the user a different role. Select **Change User's Availability in Course** to make the course unavailable for a user.



4. Change the user's role as necessary or take away the user's access to the course by choosing **No** from the **Available (this course only)** dropdown menu.



The screenshot shows a form titled 'ROLE AND AVAILABILITY'. Under the 'Role' section, there are radio buttons for Librarian, Facilitator, Student (selected), Instructor, Teaching Assistant, Course Builder, Grader, and Guest. Under the 'Available (this course only)' section, there is a dropdown menu with 'Yes' selected. A red arrow points to the dropdown menu.

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

If you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).