

Blackboard gives instructors the option to manually add people—co-instructors, teaching assistants, or course builders—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**.

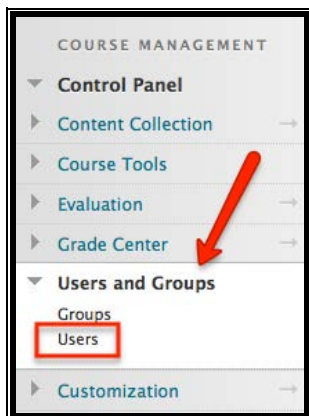
NOTE: *Students are automatically added and removed from Blackboard courses based on their official enrollment status in Banner/SIMS/CUNYFirst. Instructors should **NOT** manually enroll students who are taking classes for credit as this will lead to inconsistent records. If you discover problems with the automatic process, please email your Blackboard Support desk.*

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)**.

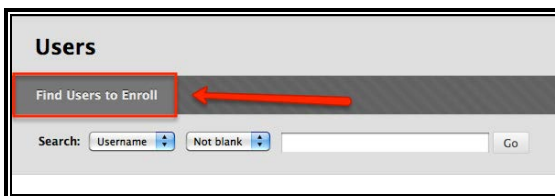
Adding a user to your Blackboard course

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**.

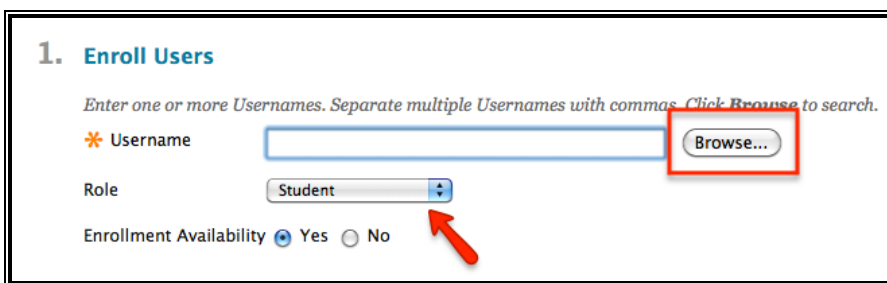


2. Click on the **Find Users to Enroll** button.



a) If you know the **username** (twenty digit Blackboard ID number) you can enter it, select a role and click on the **Submit** button.

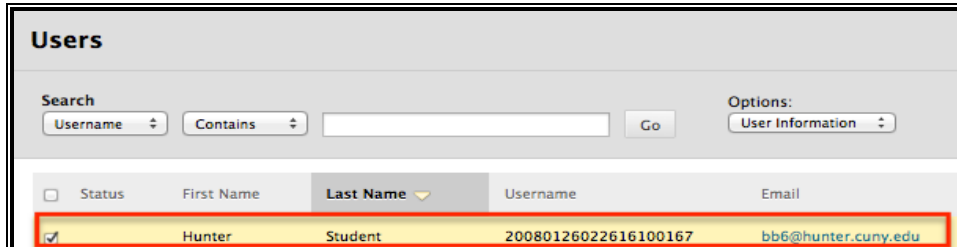
b) If you are unaware of the student's **Username**, you can click on **Browse** and search for the student by using his or her CUNY email address. Select **Email** from the dropdown menu. Enter the email address then, click on the **Go** button. **PLEASE NOTE:** Not all users will be listed with the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



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.

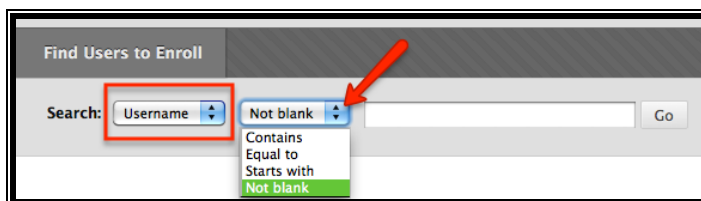
3. Check the box to the left of the name of the person you want to add to your course site and click the **Submit** button.




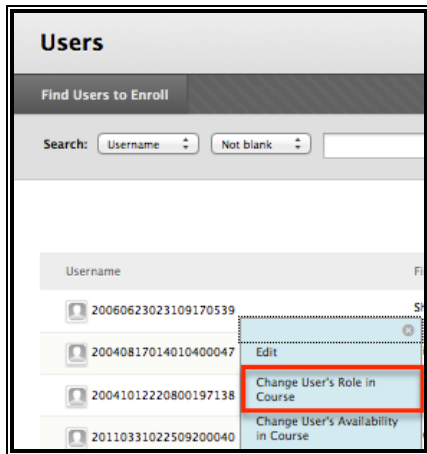
4. Once you click on the **Submit** button, the pop-up window will close and it will take you to the previous screen. You can now change his or her role to that of an instructor, teaching assistant or course builder. After selecting a role click on the **Submit** button again. You have now added the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

Modifying a role of a user

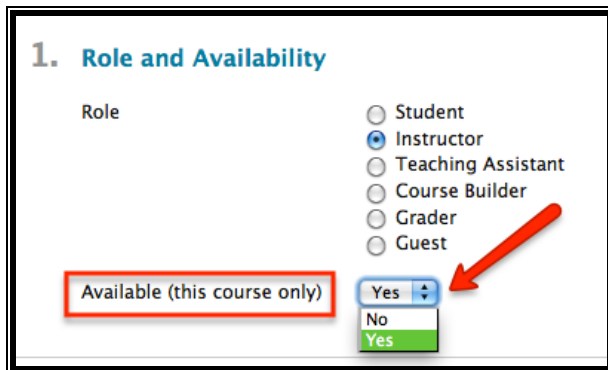
1. Go to the **Control Panel** and select **Users** under **User and Groups**.
2. Change the first top down menu to **Last Name** and type the last name of the person whose role you wish to change, and click on the **Go** button. You may also select 'Not Blank' (second drop down menu) to view all users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



3. Click the contextual menu icon  under the 20 digit username and select **Change User's Role in Course**.



4. Change user's role as necessary, and click on the **Submit** button.



5. Once a person is enrolled in a course, he or she cannot be removed by the instructor. However, to make the course inaccessible to that person, you can follow this document from page 3. You can modify the person's availability by choosing **No** from the **Available (this course only)** drop down.

Created by Hunter College – ICIT Department