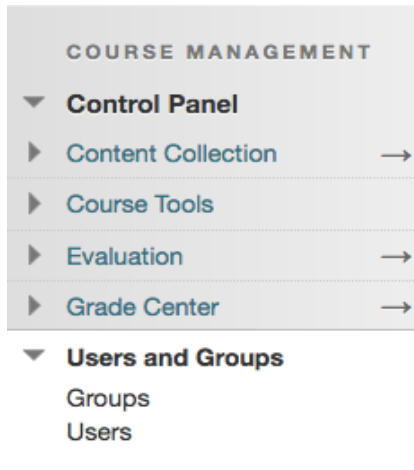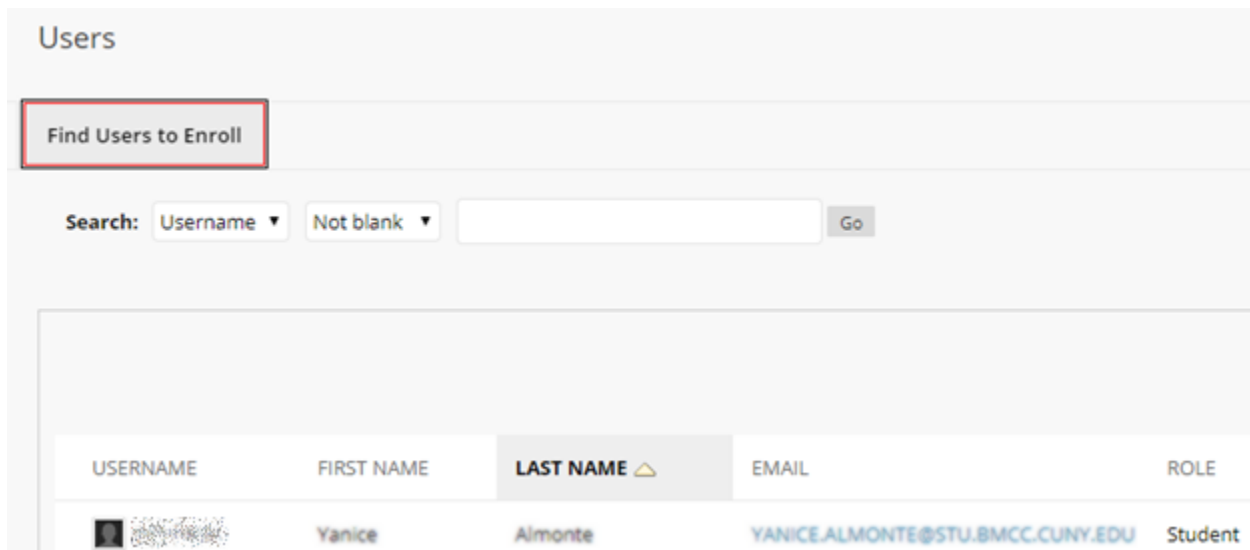## Adding a Teaching Assistant to your Blackboard Course
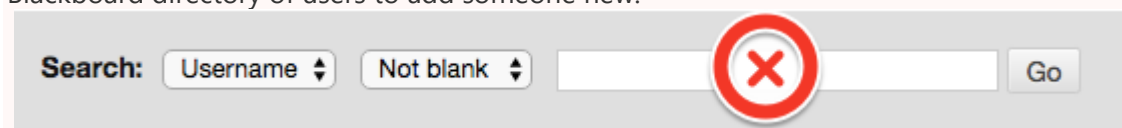
1. Click on the **Users and Groups** area of the **Control Panel.**

2. Click on **Users.**
3. Click **Find Users to Enroll**.

TIP: The search field on the main Users page will ONLY look at your current roster, not the Blackboard directory of users to add someone new.

When you click on **Find Users to Enroll** the ENROLL USERS menu appears on your screen:

Instructors only need to **enter the CUNY EMPLID in the box one time** -- then click **Submit**.

If you do not know the CUNY EMPLID of your Teaching Assistant, then leave the **Username** field blank and click on the **Browse** button. This will bring out a popup window. You can search by first name or last name by selecting from the dropdown menu:

Type the last name (or first name) or your TA, and click on **Go**.

Depending on the name, you may have to search a few pages. Once you find the correct person, check the box to the left of the name, and click the **Submit** button.
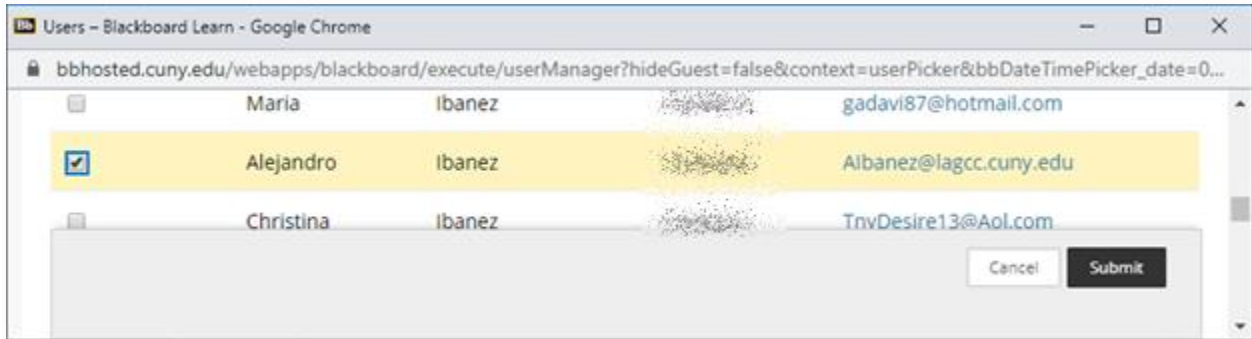
This will close the popup window and bring you back to the main Blackboard window.
Select the appropriate role from the dropdown (Student, Interpreter, **Teaching Assistant**, Course Builder, Instructor, or Guest). Then click on **Submit** again.
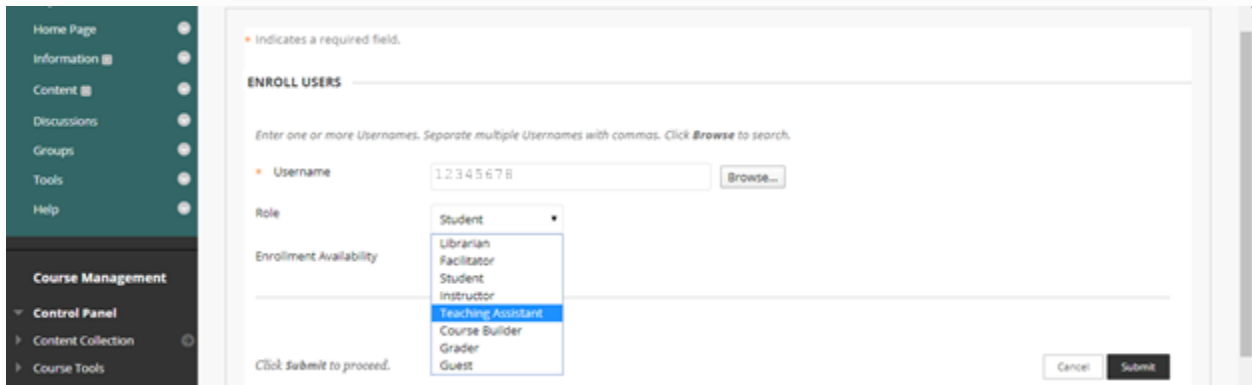
Your TA has been added to your class. He/she will show up in your roster.

Please note:
TAs will have access to Needs Grading and the grade center while graders can access Needs Grading, but not the grade center.