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.

U	sers				
Fi	ind Users to Enroll				
	Search: Username V	Not blank		Go	
	USERNAME	FIRST NAME	LAST NAME 🛆	EMAIL	ROLE
		Yanice	Almonte	YANICE.ALMONTE@STU.BMCC.CUNY.EDU	Student

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:

 Indicates a required field. 			
ENROLL USERS			
Enter one or more Usernames.	Separate multiple Usernames with commas. Click Bra	wse to search.	
* Username	12345678	Browse	
Role	Student •		
Enrollment Availability	* Yes 💿 No		
Click Submit to proceed.			Cancel Submit

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:

Users – Blackb	oard Learn - Goo	gle Chrome				
B bbhosted.	cuny.edu/webaj	pps/blackbo	ard/execute/userMana	ger?&context=userPicker&d	enableSele	ctEntireList=true&filter=&sele
Users						
Search	Username •	Contains	•	Go	Options:	User Information •
	First Name					
	Last Name					

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

🕮 Users – Blackboard Learn - Google Chrome	-		×
bbhosted.cuny.edu/webapps/blackboard/execute/userManager?&context=userPicker&enableSelectEntireList=tr	rue&filter	r=&sele	ct
Users Search Last Name Contains Contains Go Options: User Inf	formatior	n 🔻	
			-

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.

bbhosted.cu	iny.edu/webapps/blackbo	oard/execute/userMar	nager?hideGuest=false&c	ontext=userPicker&bbDateTimePick	er_date=	0
8	Maria	Ibanez	i september (gadavi87@hotmail.com		-
	Alejandro	Ibanez	Siene	Albanez@lagcc.cuny.edu		
	Christina	Ibanez	(and a	TnvDesire13@Aol.com		
				Cancel Sub	mit	

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.

Home Page Information Information Information Information Info					
•	ENROLL USERS				
•	Enter one or more Usernames	. Separate multiple Usernames with com	mas. Click Browse to search.		
•	Username	12345678	Browse		
•	Role	Student •			
ıt	Enrollment Availability	Librarian Facilitator Student Intrustor			
		Teaching Assistant			
0	Click Submit to proceed.	Grader Guest		Canadi Submit	
	• • • • •	Indicates a required field. ENROLL USERS Enter one or more Usernames Username Role Enrollment Availability Click Submit to proceed.	Indicates a required field. ENROLL USERS Enter one or more Usernames. Separate multiple Usernames with com Username U2345678 Role Role Role Enrollment Availability Facilitator Student Enrollment Availability Click Submit to proceed. Click	Indicates a required field. ENROLL USERS Enter one or more Usernames. Separate multiple Usernames with commos. Click Browse to search. Username 12345678 Browse Role Student Enroliment Availability Facilitator Student Enroliment Availability Facilitator Student Click Submit to proceed.	

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.