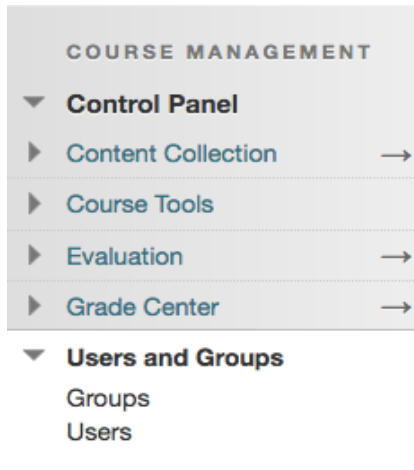
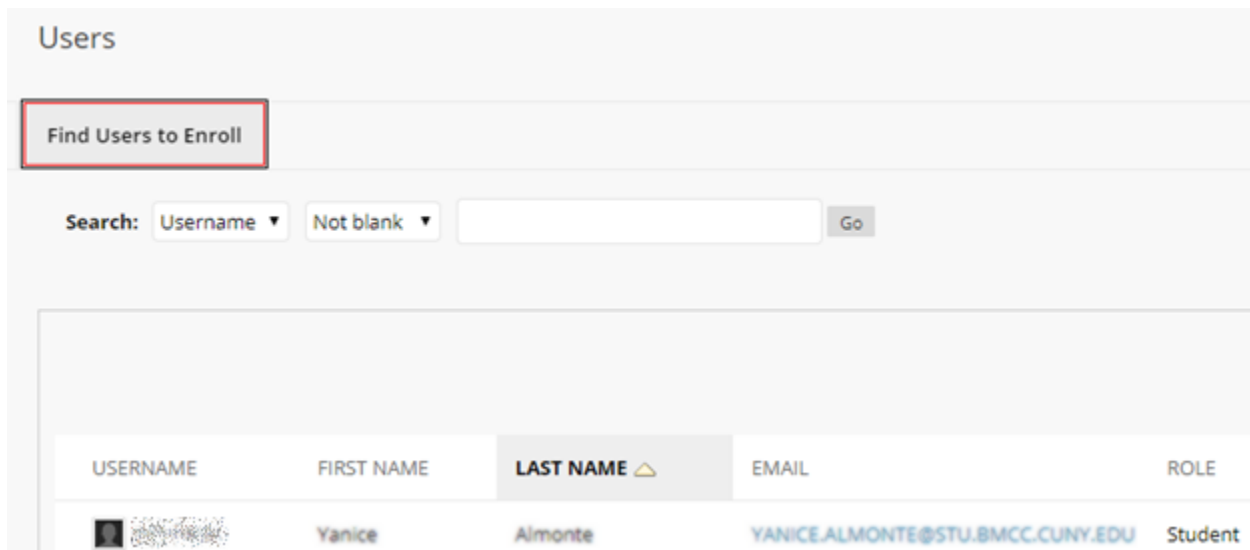


## Adding a Teaching Assistant to your Blackboard Course

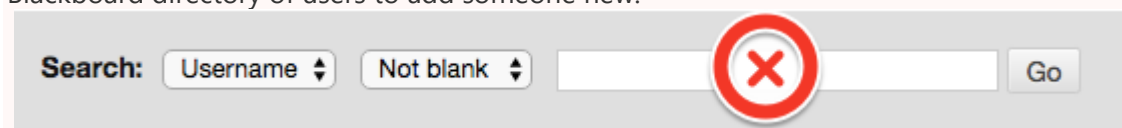
1. Click on the **Users and Groups** area of the **Control Panel**.



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:

\* Indicates a required field.

### ENROLL USERS

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

\* Username

Role

Enrollment Availability  Yes  No

Click **Submit** to proceed.

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 - Blackboard Learn - Google Chrome

bbhosted.cuny.edu/webapps/blackboard/execute/userManager?&context=userPicker&enableSelectEntireList=true&filter=&sele

### Users

Search Username ▾ Contains ▾   Options: User Information ▾

- Username
- First Name
- Last Name
- Email

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

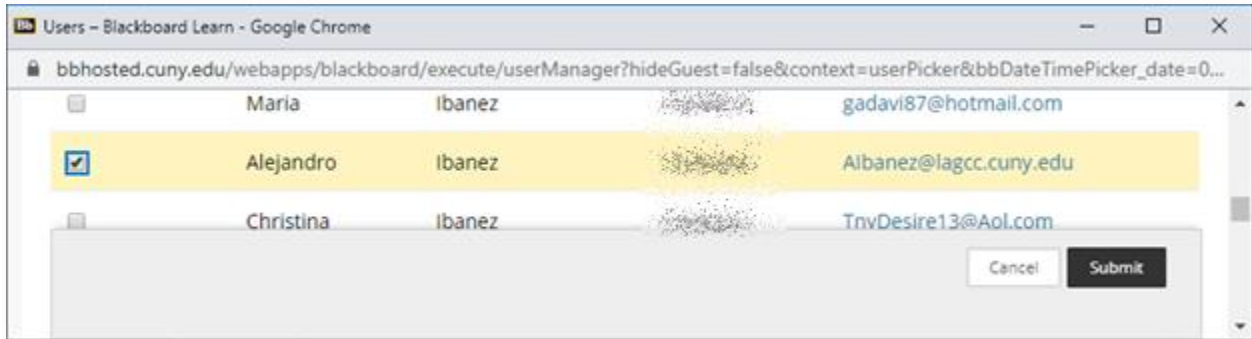
Users - Blackboard Learn - Google Chrome

bbhosted.cuny.edu/webapps/blackboard/execute/userManager?&context=userPicker&enableSelectEntireList=true&filter=&select...

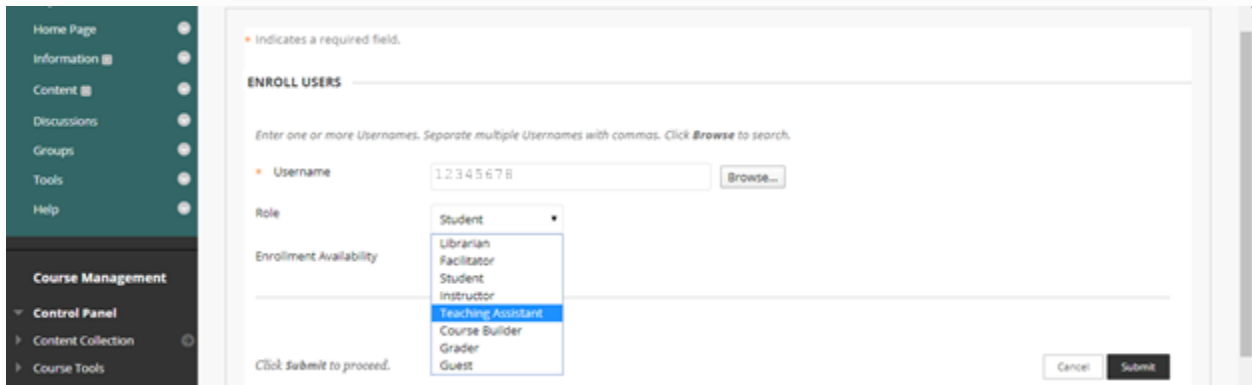
### Users

Search Last Name ▾ Contains ▾   Options: User Information ▾

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.