

### Adding Instructors, Teaching Assistants, Course Builders, or Graders to a course

#### Enrollment Manager

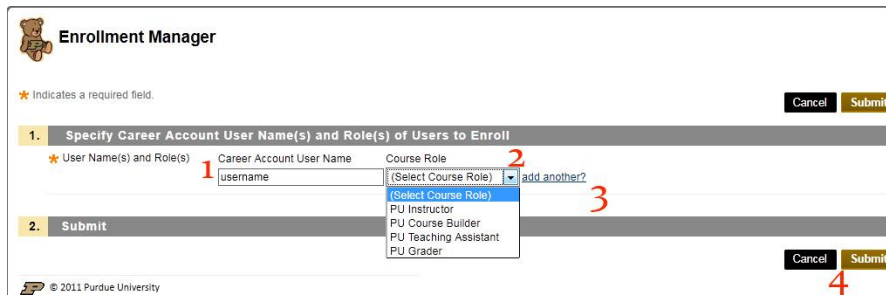
##### □ Step 1

- ✓ Log in to Blackboard Learn, and enter the course you want to add a user into
- ✓ In the **Course Management Menu** click **Course Tools** to expand that section, then **Enrollment Manager**.



##### □ Step 2

- ✓ Enter the career account user name of the user you want to add in the first box.
- ✓ Select the role you want to assign a user from the drop down menu. The roles that users can be given in through the Enrollment Manager are Instructor, Course Builder, Teaching Assistant, and Grader. **For a description of each role, see Explanation of Course Roles below.**
- ✓ Click **add another** and repeat the above steps **if you wish to add more than one user**.
- ✓ Click **Submit** when finished.



**Enrollment Manager**

★ Indicates a required field.

1. Specify Career Account User Name(s) and Role(s) of Users to Enroll

★ User Name(s) and Role(s)

1	Career Account User Name	Course Role
username	(Select Course Role)	add another2
	(Select Course Role)	
	PU Instructor	
	PU Course Builder	
	PU Teaching Assistant	
	PU Grader	

2. Submit

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# Explanation of Course Roles

## Course Roles

### Course Builder

The Course Builder role has access to most areas of the Control Panel. This role is appropriate for a user to customize and add content to the course without having access to student grades. A Course Builder can still access the course if the course is unavailable to students. A Course Builder cannot delete an Instructor from a course.

Course Builders have access to the areas of the Control Panel in the following list.

- Course Files/Content Collection
- Course Tools
- Users and Groups
- Customization
- Packages and Utilities
- Help

### Grader

A Grader assists the Instructor in the creation, management, delivery, and grading of items, such as Tests and Discussion Board posts. A Grader also assists the Instructor with managing the Grade Center. A Grader cannot access a course if it is unavailable to students.

Graders have access to the areas of the Control Panel in the following list.

- Course Files/Content Collection
- Course Tools
- Evaluation
- Grade Center
- Packages and Utilities, limited
- Help

### Instructor

Instructors have access to all areas in the Control Panel. This role is generally given to those developing, teaching, or facilitating the class. Instructors may access a course that is unavailable to Students.

## Teaching Assistant

The Teaching Assistant role is that of a co-teacher. Teaching Assistants are able to administer all areas of a course. Their only limitations are those imposed by the Instructor or Blackboard administrator at your school. A Teaching Assistant cannot delete an Instructor from a course.

Teaching Assistants have access to all tools and features in the Control Panel. If the course is unavailable to Students, Teaching Assistants still have access to the course. Teaching Assistants are not listed in the Course Catalog listing for the course.