Manage Users
Course Tool that Empowers Instructors of Record to Add Additional Instructors, Course Builders, Graders and TAs to Their Blackboard Courses

This is a how to document for adding non-student users to your course(s). This tool allows the instructor to add additional instructors, course builders, graders and TAs to their Blackboard courses.

- Instructors can add any active user in Blackboard
- Instructors cannot modify user roles once the user has been added to the course
- Instructors cannot remove users once the user has been added to the course
- List users function adds filters and printable option for the class roster

How to Add a User to a Blackboard Course
1. In your Blackboard course expand the course tools found in the course management area
2. Select manage users
3. Select add users by role
4. Enter the userid and select the course role and submit
a. Otherwise you may search by last name or similar search criteria. Enter the last name or change the search criteria and enter appropriate information then select go.

b. On this new page, select users, you will select the user you want and then select submit. The userid you selected will now be populated in the username box on the add user by role page.

c. Next choose the role and submit

* For an explanation of roles see the addendum – Course Roles.

List Users (Filter and Print Options)
This feature allows the instructor to verify the user and their assigned role that have just added. Additionally, you may use this feature to obtain a printable roster.

View Roster

1. Select list users
2. List of course users will be displayed. You can use this to verify your recent user addition to your course.
Filter Button

1. To filter the list of users by the users that do or do not have access select the filter button.

2. Next select an option in the dropdown box then select the go button.

Options Button

1. Select the options button to further change what is displayed in the roster.

Print Button

1. Select the print button to create a printable view of your roster.
2. Select the display fields you wish to appear on the report and submit. You have many options to choose from. You can use this as a sign-in sheet by adding a signature column or additional column. *Remember to follow university policies regarding the dissemination of student data.
Course Roles

Course roles control access to the content and tools within a course. Each user is assigned a role for each course in which they participate. For example, a user with a role of teaching assistant in one course can have a role of student in another course.

Course roles include:

- Course Builder
- Grader
- Guest
- Instructor
- Student
- Teaching Assistant (TA)

Course Builder

The course builder role has access to most areas of the Control Panel. This role is appropriate for a user to manage 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. The tools and functions within each area can vary depending on the course customization. The instructor can also limit the availability of certain tools and functions.

- 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. The instructor can also limit the availability of certain tools and functions.

- Course files
- Content Collection
- Course tools
Guest

Guests have no access to the Control Panel except where certain areas are on by the default template such as the syllabus area. Areas within the course are made available to guests, but typically they can only view course materials, but do not have access to tests and assessments, or have permission to post on discussion boards.

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.

Instructors can access to the following features of the Control Panel:

- List users
- Edit users
- Create user
- Batch create users
- Delete users
- Enroll users
- Settings
- Import
- Export
- Archive

Student

Student is the default course role. Students have no access to the Control Panel.

Teaching Assistant

The teaching assistant (or TA) 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. A teaching assistant cannot delete an instructor from a course.

Teaching assistants have access to most all tools and features in the Control Panel.

Even 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.