

Manage Course Users

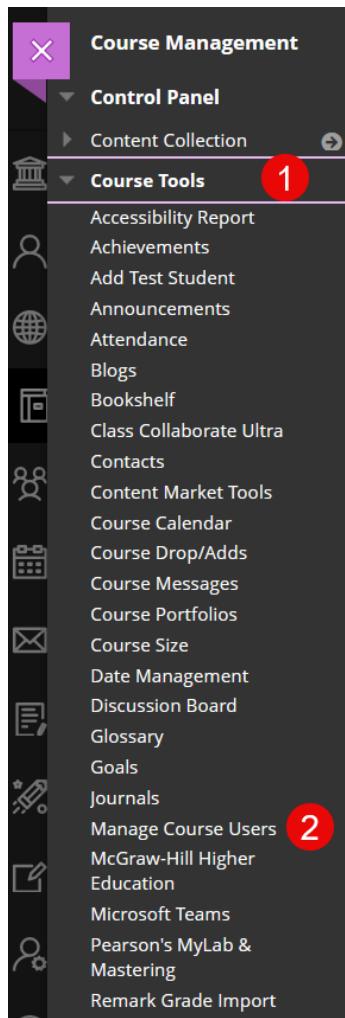
Course Tool that Empowers Instructors of Record to Add Additional Instructors, Course Builders, Graders and TAs to Their Blackboard Courses

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

How to Add a User to a Blackboard an Original Course View Course

1. In your Blackboard course expand the course tools found in the course management area



2. Select Manage Course Users
3. Enter the userid (i.e. laleal01) and select the course role and submit

- a. On this new page, select users, you will select the user you want and then select submit. The userid (i.e. laleak01) you selected will now be populated in the username box on the add user by role page.

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Add Users by Role

Add one or more users (comma separated), specifying the role to grant them. Ex: testrole01, testrole02, etc...

NOTE: For courses created through the Admin Panel, (Test courses, Dev courses, etc..), the TERM CODE needs to be set to SYSTEM_TERM for this tool to function.

* Username 3

Select the appropriate role: 4

- Instructor
- Teaching Assistant
- Grader
- Course Builder

Submit 5

- b. Next choose the role and submit
 * For an explanation of roles see the addendum – *Course Roles*.

How to Add a User to a Blackboard an Ultra Course View Course

1. In your Blackboard Ultra course go to “Books and Tools” on the left under “Details and Actions”

Details & Actions

- Roster [View everyone in your course](#)
- Progress Tracking [Turn on](#)
- Course Image [Edit display settings](#)
- Course is open [Students can access this course](#)
- Class Collaborate [Join session](#) 1
- Attendance [Mark attendance](#)
- Books & Tools [View course & institution tools](#) 1
- Question Banks [Manage banks](#)

Click on View course & institution tools

2. The Tools Panel will open from the right; Scroll down the list of available tools to “Manage Course Users” and select it.

Available tools

	Accessibility Report Blackboard Ally Course Accessibil...
	Click to Start Cerego Membership Services Cerego is an adaptive learning te...
	Course Drop/Adds
	Course Size
	Gradescope
	Gradescope Course
	Manage Course Users 2

3. Enter the userid (i.e. laleak01), select the course role and submit.

a. On this new page, select users, you will select the user you want and then select submit. The userid (i.e. laleak01) you selected will now be populated in the username box on the add user by role page.

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* Username 3

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b. Next choose the role and submit

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

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

- Evaluation
- Grade Center
- Packages and utilities (limited access)
- Help

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.