

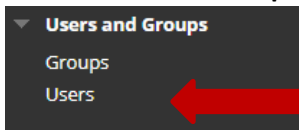
BLACKBOARD: ADDING TEACHING ASSISTANTS & GRADERS (ACADEMIC)

All students officially enrolled in a Whitworth course via Self-Service are automatically added to their Blackboard course over a course of three hours, starting at 9am each morning and ending at 6pm each evening, Monday through Friday. Teaching assistants and graders are not automatically added to Blackboard courses. Upon receiving official paperwork from the Office of the Registrar or seeing the student is officially registered as a TA or grader in Self-Service, instructors may enroll teaching assistants and graders into that specific course in Blackboard. Instructors should never enroll TAs and graders into a course until they have evidence that all paperwork is approved.

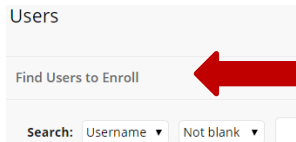
Self-Service reflects official student enrollment. DO NOT add/drop students through Blackboard

How to Add a TA or Grader to a Blackboard Course:

1. Log into **Blackboard**
2. **Navigate to the course** in which you wish to add a TA or Grader
3. Select **Users and Groups>Users**



4. Select **Find Users to Enroll**



5. **Type the TA or Grader's username** into the username field. A Whitworth username is the first part of a person's email address, prior to the @. For example: joecollege22
 - a. You may also select the browse button to browse for the individual's username by searching by their last name.
6. Select the person's role of **TA or Grader** from the Role dropdown list

* 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.

7. **Submit**

Removing or Editing the role of a TA or Grader:

Please email [Judy Dehle](mailto:Judy.Dehle) if you need help adding, editing or dropping a TA or Grader.