

# TUTORIAL

## TEACHING ASSISTANT ENROLLMENT

**This tutorial will show you how to enroll a teaching assistant in blackboard.**

Teaching Assistants (TA) in Blackboard are able to:

- administer all areas of a course
- have access to nearly all tools and features through the Control Panel. If the course is unavailable to Students, Teaching Assistants still have access.

Teaching Assistant (TA):

- cannot delete an Instructor from a course
- are not listed in the Course Catalog listing

There are two methods to add a TA to a Blackboard course:

Option 1: An Instructor may add a TA following the below steps (*recommended*):

1. Log in to Blackboard
2. In “Course Management” in the left panel, expand the “Control Panel”
3. Expand “Users and Groups”
4. Select “Users”
5. Click “Find Users to Enroll”
6. Enter the username for the TA in the “Username” field
7. Change the “Role” dropdown menu item to “Teaching Assistant”
8. Ensure that the “Enrollment Availability” is “Yes”
9. Click “Submit”

The desired TA will be added immediately to the course.

**IMPORTANT:** Please take care when adding a TA and read the following to avoid potential issues:

If the selected role is **Student** instead of **Teaching Assistant**, our automated system will recognize the error and the course will become unavailable to the student. Therefore, it is important to make sure you are selecting the role of **Teaching Assistant** when adding users. If a student is not showing up in a course, the student should confirm proper enrollment by calling the Office of Student Assistance.

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If a TA has been incorrectly added, the Instructor will need to use the following steps to change the course availability:

1. Log in to Blackboard
2. In “Course Management” in the left panel, expand the “Control Panel”
3. Expand “Users and Groups”
4. Select “Users”
5. Click the “Options Menu” dropdown next to the username
6. Click “Change User’s Availability in Course.”
7. Change the “Availability” dropdown menu item to “No”
8. Click “Submit”
9. Ensure that the “Enrollment Availability” is “No”

Option 2: Requests to add a Teaching Assistant can be made to ITS at <https://help.pace.edu>

These requests must come from the Instructor or the Blackboard Point of Contact. The TA must have a valid Pace email account. The TA’s name and username and the complete course ID, with the **CRN** (e.g., - **UNV-101-12345.TERM**) must be included in the request. You must allow at least 1-3 business days for processing.