# ACADEMIC TECHNOLOGIES (ITS)

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### TUTORIAL

### TEACHING ASSISTANT ENROLLMENT

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:

<u>Option 1</u>: 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 <u>https://help.pace.edu.</u>

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.

**My Notes:** 

Last Updated: May 15, 2015 Acadtech@pace.edu <u>www.pace.edu/digitaltoolkit</u> 914 773-3333 (ITS Help Desk) 914 773-3664 (Office)