Blackboard

Enrolling a Teaching Assistant

COURSE MANAGEMENT

Control Panel
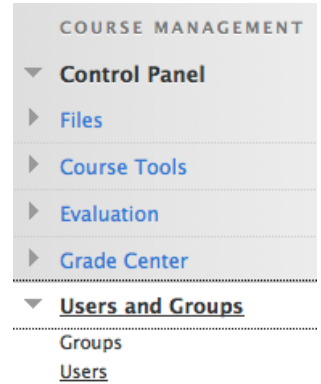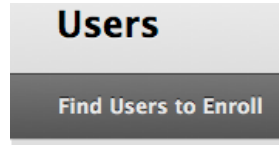- Files
- Course Tools
- Evaluation
- Grade Center

Users and Groups
- Groups
- Users

1. From "Control Panel" in the course, select "Users and Groups" -> Users.

2. Select **Find Users to Enroll**.

Users

Find Users to Enroll

3. Type in the **WebID OR Browse** for the user by Last Name or by Username.

4. Select the **Role - Teachers Assistant**.

5. Click "Submit"

Enroll Users

✱ Multiple users can be added at the same time by separating the usernames with commas.

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

✱ Username | jdoe1,jdoe2 | Browse...

Role   Teaching Assistant

Enrollment Availability   ● Yes ○ No

Enrolling Students

Note: Students are automatically added and dropped for courses synchronized with MyOleMiss.

1. From "Control Panel" select Users and Groups -> Users.

2. Select the button "**Find Users to Enroll**".

3. You may Browse for the student by Last Name or simply type their username.

Enroll Users

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

✱ Username | jdoe1 | Browse...

Role   Student

Enrollment Availability   ● Yes ○ No

4. Click "Submit"

✱ Students can't be enrolled unless they have an existing Blackboard user account. All UM students are automatically given Blackboard accounts when they enter the University. A student's Blackboard account username and password will be the same as his WebID and password.