

# Blackboard

Adding TAs or Other Instructors

---

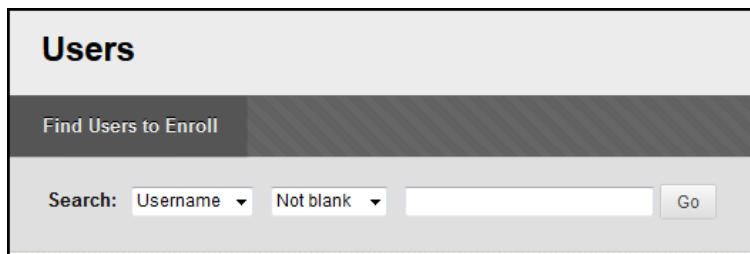
## Adding Users to your Course

---

**Please Note:** If you have a combined course and are missing enrollments, do not enroll students in to the combined course. You must verify and enroll them in to their own specific section they are enrolled in within PeopleSoft.

### *If you know their Username...*

1. Navigate to <https://blackboard.towson.edu/>.
2. Log in with your TU **NetID and Password**.
3. Enter the course you'd like to add users to.
4. On the left hand side under Course Management, click **Users and Groups**.
5. Select **Users**.
6. At the top of the page, click **Find Users to Enroll**.



The screenshot shows a web interface titled "Users". Below the title is a dark grey bar with the text "Find Users to Enroll". Underneath this bar is a search form. The form has a label "Search:" followed by two dropdown menus. The first dropdown menu is set to "Username" and the second is set to "Not blank". To the right of these dropdowns is a text input field and a "Go" button.

Figure 1

7. Type in the **Username** of the person you'd like to enroll.
8. Click the **Role** drop down menu and select a **Role**.
9. Keep **Enrollment Availability** set to **Yes**.
10. Click **Submit**.

### *If you don't know their Username...*

1. Navigate to <https://blackboard.towson.edu/>.
2. Log in with your TU **NetID and Password**
3. Entessr the course you'd like to add users to.
4. On the left hand side, click **Users and Groups** in the **Control Panel**.
5. Select **Users**.
6. At the top of the page, click **Find Users to Enroll**.
7. Click **Browse**.
8. Select the first drop down menu next to **Search**. Select **Last Name**.
9. **Type** the user's last name into the box.
10. Click **Go**.
11. Select the user from the list provided.

## Blackboard: Adding TAs or Other Instructors

---

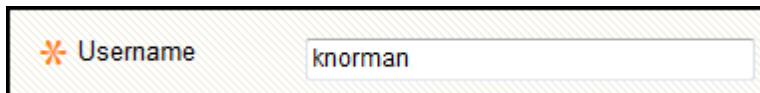
12. Click **Submit** at the bottom of the page.
13. Click the **Role** drop down menu and select a **Role**.
14. Keep **Enrollment Availability** set to **Yes**.
15. Click **Submit**.

### *Are you receiving this error?*

You do not have permission to enroll user(s): knorman

Figure 2

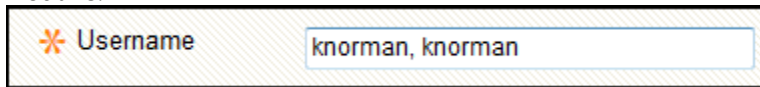
- Make sure you're only typing their username **ONCE**. If it's inputted in the text box twice, you will receive this error.
- Do not type the username and then click **Browse** to ensure it is correct. If you know the username type it, if you do not, **Find Users to Enroll** and then click **Browse** before typing a username.
- If you know their username, you **do not have to click Browse**. Click **Submit** immediately.
- If you're enrolling more than one person at a time, **add commas** between the usernames.
- The only reason this error appears is because the username is inputted in the text box **twice**. All enrollments should look like this:



A screenshot of a form field. On the left, there is an asterisk icon followed by the text 'Username'. To the right is a text input box containing the text 'knorman'.

Figure 3

**Not this:**



A screenshot of a form field. On the left, there is an asterisk icon followed by the text 'Username'. To the right is a text input box containing the text 'knorman, knorman'.

Figure 4