



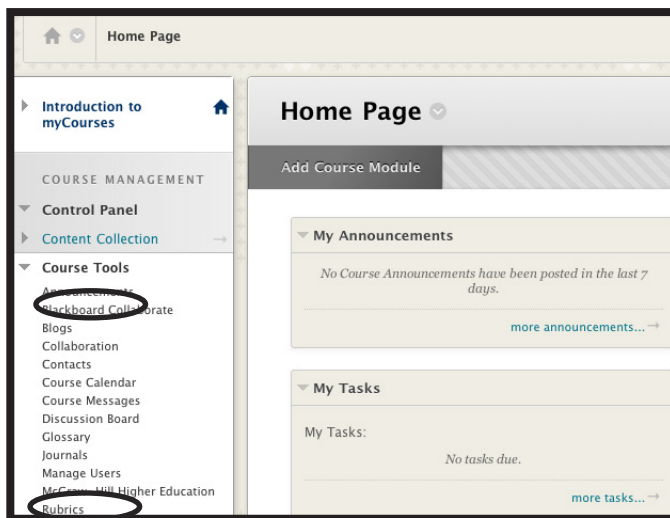
Adding a Teaching Assistant

August 2015



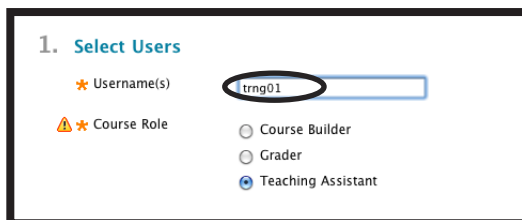
Adding a teaching assistant to your course can be accomplished in just a few steps. Use the following instructions to do so.

Blackboard



1. From your Course Management, click **Course Tools**. Then click **Manage Users**.

2. Click the **Add Users by Role** link.



3. Enter the MSU NetID of the user to add. Select your course role to grant.

Note: Course Builder can only add course content. Grader can only use the grade book. Teaching Assistant is a combination of both.

4. Click the **Submit** button when fished. Repeat steps 2 - 4 to add additional users.

