

How to Add a User to Your Course

There are several user roles that can be added to your Blackboard course. For example, you may have a teaching assistant who will be entering grades, or a guest who will be viewing course materials. Typically, course enrollments are controlled by Banner, but if you need to add another user to your course as a teaching assistant, course builder, etc. you can do so on the [Class Dashboard](#).

- [How to Add a User to Your Course](#)
- [How to Remove a User from Your Course](#)



Important items about adding users to a for-credit course:

- **Student Role** - Students are only enrolled in courses via registration and the synchronization between Banner and Blackboard.
- **Instructor Role** - Instructors can only be added via Banner. If you are not seeing the courses you believe you are assigned to teach on the [Class Dashboard](#) you should contact your department
- **Teaching Assistant Role** - This role is for assigned graduate/teaching assistants only. Users with this role can see and manage user grades.
- **Grader Role** - This role has access to all Assessments in the course and the full Grade Center.
- **Course Builder Role** - This role is for anyone who needs access to course content, such as another faculty member you want to share content with. This role gives users the permission to view and edit course content but does not give any access to student data or grades.

See [Course Roles](#) to determine the level of access for the user you want to add.

Related articles:

- [How to Upload an Adobe Connect ZIP File Presentation](#)
- [How to Create a Banner for Your Course in Powerpoint](#)
- [How to Add a User to Your Course](#)
- [How to Grade with a Rubric](#)
- [Course Roles](#)

Step-by-step Guide

How to Add a User to Your Course



If you have not requested your Blackboard courses yet, you will need to do so before you can add a user to the course. See [How to Use the Class Dashboard to Request Blackboard Courses](#) for more information.

1. To add a user to a Blackboard course, access the Class Dashboard in My Missouri State.

The screenshot shows the Missouri State My Missouri State website. The navigation bar includes Home, Profile, Student, Registration, Campus Life, and Teaching & Advising. The main content area is titled 'Teaching & Advising' and contains several sections: Faculty Services (Term Selection, CRN Selection), Schedule and Assignments (Active Assignments, Assignment History, Faculty Schedule Detail, Faculty Schedule Week at a Glance, Refund and Drop Deadlines), and Rosters and Evaluations (Class Dashboard). The 'Class Dashboard' link is highlighted with a red box. Below the 'Class Dashboard' link, there is a note: 'Use for Blackboard options for summer 2018 and later'.

2. Select the term for the course you want to add the user to, then select **Submit Search**.

Class Dashboard

Term:
 Fall 2019
 Summer 2019
 Spring 2020

Option:

Classes:

Submit Search

Class Dashboard

Term:

Option:

Classes:

Submit Search

 This process only works for Master Courses and current/future courses created using the Class Dashboard, if you need to add a user to a past course please email HelpDesk@MissouriState.edu

3. You should have already [requested your Blackboard course\(s\)](#). On the Blackboard Options page, select the **Blackboard Classes** tab.

Blackboard Options

4. Select the checkbox next to the course you want to add the user to, then click the **Manage Roles for Selected Class** button.

Blackboard Options

Blackboard Classes

Manage Roles	CRN	Course/Section	Title
<input checked="" type="checkbox"/>	42268	GEP 101-111	GEP101-111-FA19 First-Year Foundations-SL-FA19

Manage Roles for Selected Class

5. On the pop-up box, select **Assign**.

Would you like to assign or remove roles?

Assign **Remove** **Cancel**

6. Type the user's name or M-Number (M#) to search for them. Click the correct user name.

Search by name or M-number:
Search for a person by Full Name...
Select Role Course Builder
Please visit [the Experts page](#) for more information regarding role assignment.
Submit Close

7. Select a role for the user. See [Course Roles](#) for more information about each role.

Select Role Course Builder
Please visit [the Experts page](#) for more information regarding role assignment.
Grader
Guest
TA/GA

8. If the user and role are correct, click **Submit**.

Search by name or M-number: Boomer Bear - M03234200x
Select Role TA/GA
Please visit [the Experts page](#) for more information regarding role assignment.
Submit Close

Please note that you can only add one (1) user to one (1) course at a time. You will need to repeat these steps to add additional users to the course or to add the same user to multiple courses.

9. You will see a green success message that the user has been added to course with the selected role.



How to Remove a User from Your Course

If you need to remove a user that you have previously added to a course, you can do so easily on the Class Dashboard.

1. Follow Steps 1-4 above.
2. After selecting the **Manage Roles for Selected Course** button, click **Remove** on the pop-up box.

Would you like to assign or remove roles?
Assign Remove Cancel

3. Select the check box next to the name of the user you want to remove, then click **Submit**.

Select to Remove Role	Name	Assigned Role
<input checked="" type="checkbox"/>	Bear, Boomer (M03234200)	TA/GA

Submit **Cancel**

4. You will see a green success message that the user's role has been disabled.



 Please note that you can only remove users that were previously added via the Class Dashboard. You cannot remove instructors or students from the course or any user that has been manually added by an administrator.

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891