

Blackboard

How do I get additional instructors on my course?

From within your module, click on the "Users and Groups" link from within the Control Panel:

Select "Users" from the list of options:

From this page, click on the "Enrol User" option and select "Find User to enrol":

The following screen allows you to choose your users:

- 1) If you know the instructor's username then key it in. Alternatively, click on the browse button and search.
 - 2) Choose the role you wish to allocate (eg. student, instructor, observer etc)
 - 3) Enrolment availability allows you to decide whether or not the new user will have the rights to enrol others onto the course.
- Click on submit.

If you encounter any problems trying to enrol a member of staff please contact the SALT Team

Please note that if you want to add a member of staff who does not have a blackboard account, then you will need to contact the SALT Team giving their username, their email address and Module ID;Codes of any modules that they need access to.

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