Add Teaching Assistants to a Blackboard Course

1. In a Blackboard course, go to the Control Panel, click on Course Tools, and select More Tools (GW).

2. On the More Tools page, click Manage Teaching Assistants (TA).

3. In the text box, type the GW Email address of the TA(s) you want to add and click Next.

   Note: If you have already added a TA, you must first click Add a TA to add more.

4. On the next page, enter your initials to confirm the addition of the TA(s) and click Submit.

5. To remove TAs from your course:
   a. Go to the Manage Teaching Assistants (TA) page and click Remove TAs,
   b. select the TAs you want to remove,
   c. click Submit.