

## Add a TA to a Blackboard Course

1. In your Blackboard course go to the **Control Panel** and click **Course Tools**, then **More Tools (GW)**.
2. On the More Tools (GW) page, click **Add TA**.

COURSE MANAGEMENT

- Control Panel
- Content Collection →
- Course Tools
  - Achievements
  - Announcements
  - Blackboard Collaborate Ultra
  - Blogs
  - Contacts
  - Course Calendar
  - Date Management
  - Discussion Board
  - GW Student Feedback
  - Glossary
  - Goal Performance
  - Goals
  - Journals
  - Mobile Compatible Test List
  - More Tools (GW)**
  - Rubrics
  - SafeAssign

### More Tools (GW)

Are you missing a link?

#### Roster Management

##### Add TA

Add a user as a TA to this course

##### Add Guest L

Add a Guest L

##### Add or Remove Reference Librarians

Add or remove Reference Librarians to your course

##### Roster Inform

View a search

##### Photo Roster

View an easily printable roster highlighting student photos

3. Type the **GW NetID(s)** of the TA(s) to be added in the box and click **Next**.

INPUT THE NETIDS OR GW EMAIL ADDRESSES OF THE USERS TO ADD

Input the NetID or GW Email Address (@gwu.edu, @email.gwu.edu, or @gmail.gwu.edu) of the users to add as TAs. Each entry should be on a new line

Click Next to confirm adding TA(s) Click **Cancel** to go back.

Cancel **Next**

4. On the following page, enter your initials to confirm the addition of the users as TAs in your course and click **Submit**.

CONFIRM THE ADDITION OF THESE USERS AS TAs

ITL, train11 (train11)

ITL, train21 (train21)

ITL, train30 (train30)

SIGN YOUR INITIALS

Your Initials

I hereby affirm that I have read the George Washington University FERPA Compliance Statement and warrant and represent to the university that adding the above user with TA privileges does not violate University policies and procedures or federal privacy laws as set out in the FERPA compliance statement.

Cancel Back **Submit**

5. If the action was successful, a green banner should appear at the top of the screen, listing the TAs added to the course.

**The following people were added as TAs to your course:**