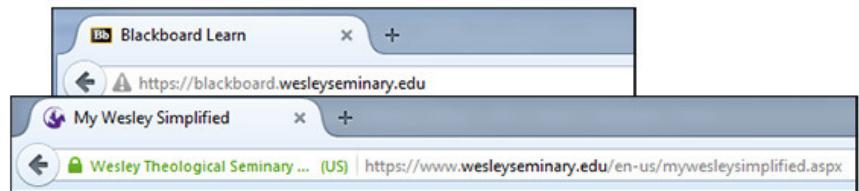
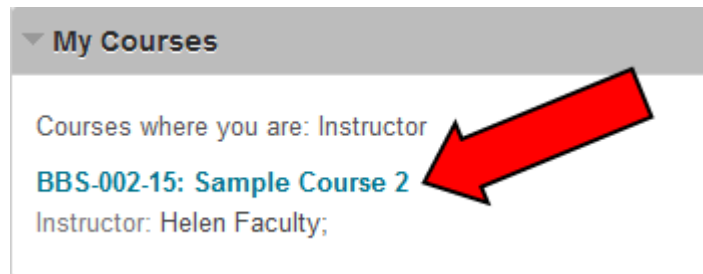


Adding a Teaching Assistant

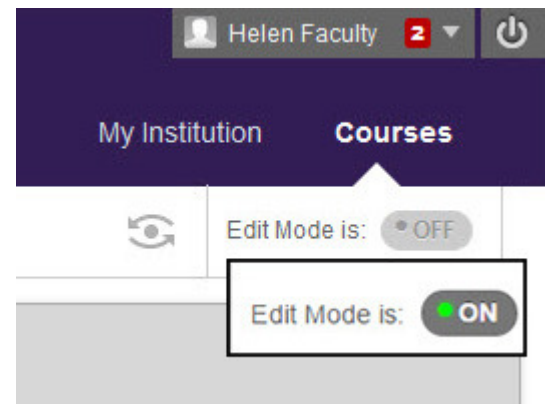
1. Navigate to Blackboard then enter your username and password.
You can do this either through mywesley or blackboard.wesleyseminary.edu



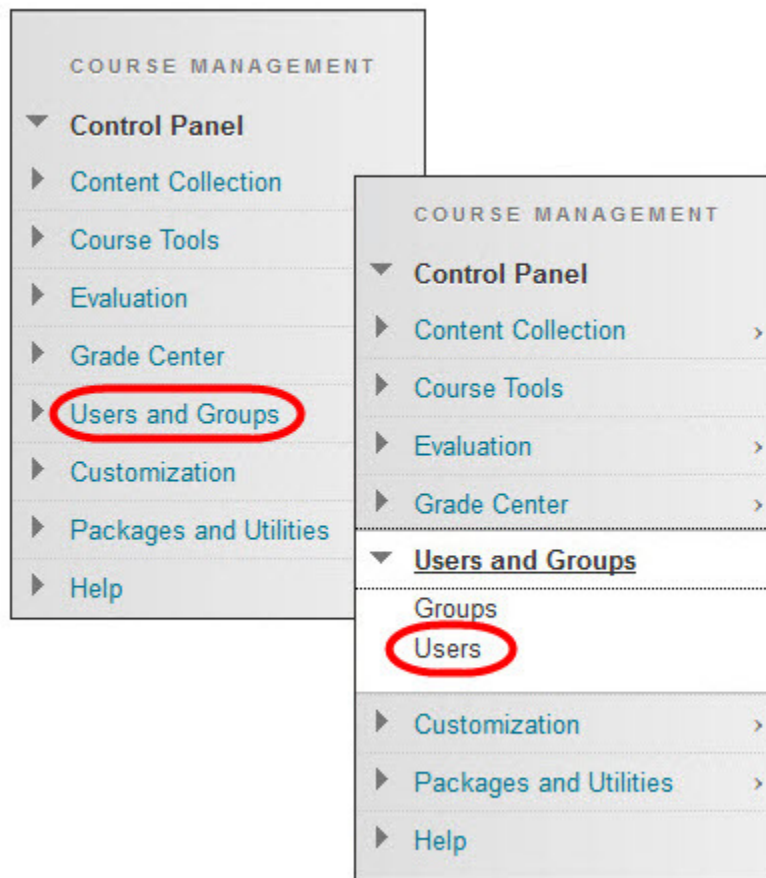
2. Enter your course.



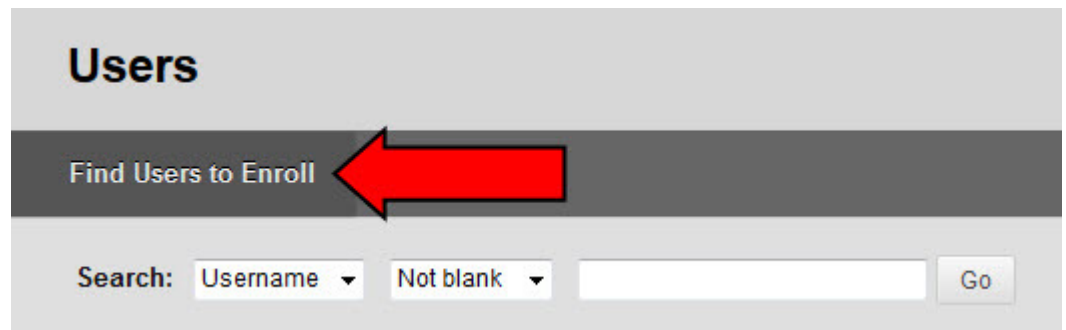
3. Make sure Edit Mode is On.



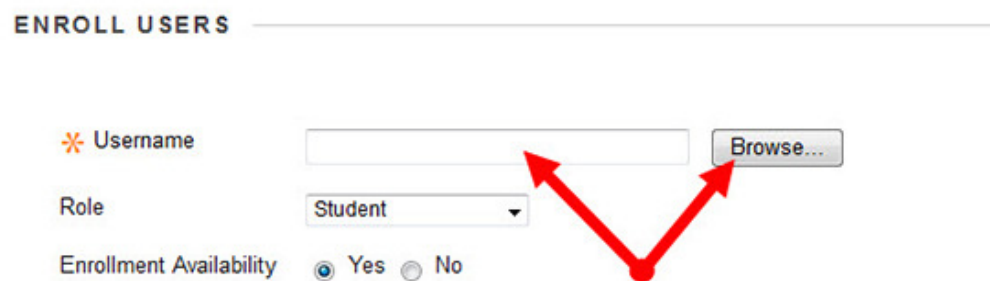
4. Click **Users and Groups** in the Course Management Menu, then click **Users**.



5. Click **Find Users to Enroll**



6. If you know the TA's Blackboard username you can type it in here. If not, click Browse.



7. A new window will open. Make sure Popups are on.
Under Search, click the down arrow and select **Last Name**.

Users

Search **Username** Contains [] Go Options: User Information

Search Last Name
Username
First Name
Last Name
Email

8. Leave the second box as *Contains*. Type in the Teaching Assistant's last name and press Enter or click Go.

Users

Search Last Name Contains flintstone| Go

9. A list of options will show. Click the check box next to the name of the person you wish to enroll.

<input checked="" type="checkbox"/>	Status	First Name	Last Name ▲
<input checked="" type="checkbox"/>		Wilma	Flintstone

10. Scroll down to the lower right corner and click **Submit**.

Cancel **Submit**

11. Make sure the person you intend shows in the Username box. Click the down arrow next to Role and change the selection to Teaching Assistant.

* Username wtsjbwesley Browse...

Role Student
Student Instructor
Teaching Assistant
Course Builder
Grader
Guest

12. Make sure the radio button next to Enrollment Availability is marked on **Yes**.

ENROLL USERS

* Username

Role ▾

Enrollment Availability Yes No

13. Click **Submit**.



If you have any questions or problems, please contact Blackboard Support at extension 6091, 202.885.6091, or email us at edtech@wesleyseminary.edu
