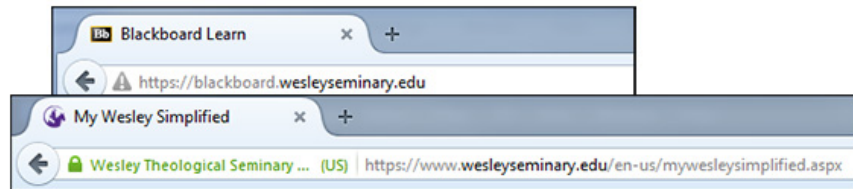


Adding a Teaching Assistant

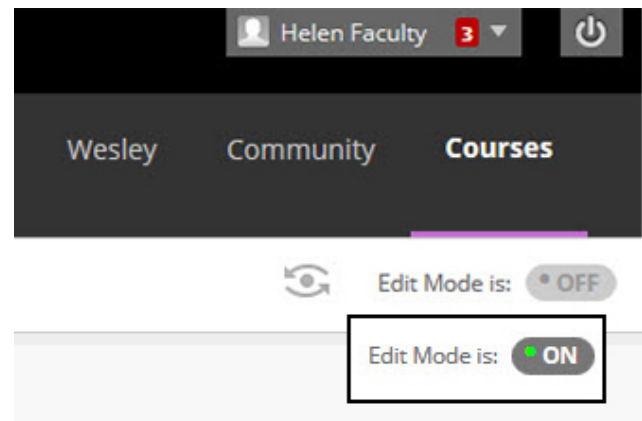
1. Navigate to Blackboard then enter your username and password. You can do this either through [mywesley](https://mywesley.wesleyseminary.edu) or blackboard.wesleyseminary.edu



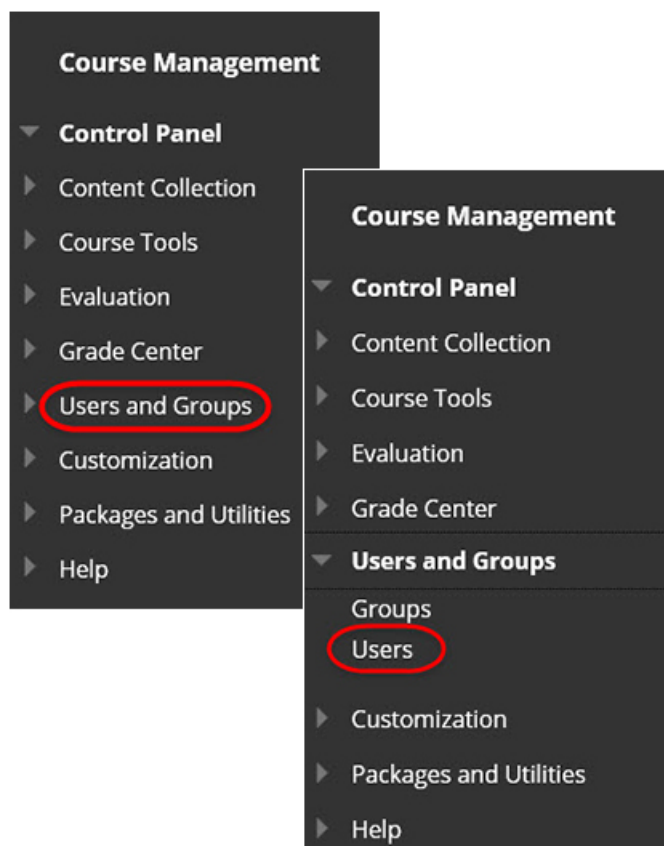
2. Enter your course.



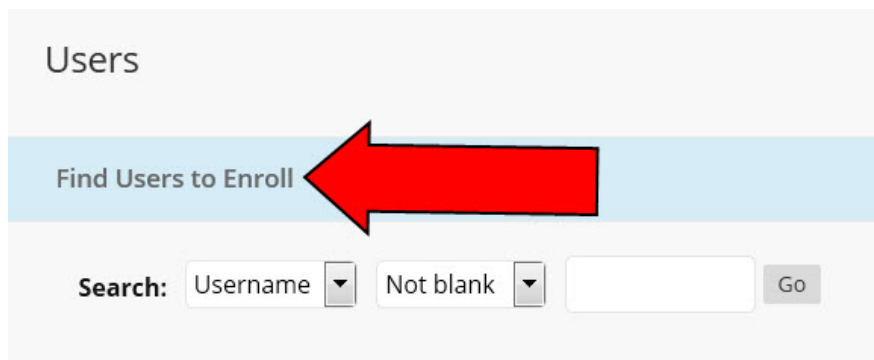
3. Make sure Edit Mode is On.



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



-
5. Click **Find Users to Enroll**



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

ENROLL USERS

Role: Student

Enrollment Availability: Yes No

The image shows the 'ENROLL USERS' form. It has three rows: 'Username' with an input field and a 'Browse...' button, 'Role' with a dropdown menu set to 'Student', and 'Enrollment Availability' with radio buttons for 'Yes' (selected) and 'No'. Two red arrows point to the Username input field and the Browse... button.

7. A new window will open. Make sure Pop-ups 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 student'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

Enrollment Availability

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 Educational Technology at edtech@wesleyseminary.edu
