

## Blackboard Learn 9.1 – Add Graders and Teaching Assistants to your Course

### About Grader and Teaching Assistant Roles and Privileges

Roles determine what a user can and cannot do within Blackboard Learn. A role is a collection of permissions that an administrator associates with user accounts. Every user associated with a role has all of the privileges included in the role. For example, a user with a *Student* role cannot access grading information for other students, while a user with an *Instructor* role can view and modify grades for every student enrolled in the course.

*When a user account is assigned multiple roles, the user receives all of the privileges included in all of the assigned roles. For example, a user with a role of teaching assistant in one course can have a role of student in another course.*

| Bb Learn Role                    | Available Course Functions   |
|----------------------------------|--|
| <p><b>Grader</b></p>             | <p>Graders can assist an instructor by grading assessments and surveys. The grader may also assist an instructor with adding manual entries to the Grade Center.</p> <p><i>Note: If a course is unavailable to students, the course will appear in the My Courses module and Course list for a user with the role of Grader, but the Grader will not be able to enter the course until the course is available.</i></p> <ul style="list-style-type: none"> <li>➤ The Grader role has limited access to the <b>Course Control Panel</b>.</li> <li>➤ The instructor can also limit the availability of certain tools and functions.</li> </ul> <p>Graders typically have access to the following areas within the <b>Course Control Panel</b>:</p> <ul style="list-style-type: none"> <li>• Announcements (View)</li> <li>• Blogs (Edit Blog and Create Blog Entry)</li> <li>• Collaboration (Create Collaboration Session)</li> <li>• Course Calendar (View)</li> <li>• Course Messages (Create Message)</li> <li>• Discussion Board (Create Thread)</li> <li>• Journals (Edit Journal and Create Journal Entry)</li> <li>• Rubrics (Open to View). A Grader does not have permission to Export Rubrics.</li> <li>• SafeAssign (View Submissions)</li> <li>• Self and Peer Assessment (View Submissions, View Evaluations, View Results)</li> <li>• Student View</li> <li>• Wikis (Access Wiki and Create Wiki Page)</li> <li>• Grade Center and Views (Full Access)</li> </ul> |
| <p><b>Teaching Assistant</b></p> | <p>Users with the Teaching Assistant role have access to most of the course <b>Control Panel</b>. <i>If the course is unavailable to students, Teaching Assistants may still access the course.</i></p> <p>The teaching assistant is not included in the course description in the <b>Course Catalog</b>.</p> <p>Teaching Assistants have the same access as an Instructor to areas within the <b>Course Control Panel</b> with the following exceptions: A Teaching Assistant <b>cannot</b>:</p> <ul style="list-style-type: none"> <li>• Enroll User(s)</li> <li>• Change a User's Role in Course</li> <li>• Check Course Links</li> <li>• Move Files to Course Files</li> <li>• Access any publisher external sites (such as Pearson's MyLab)</li> </ul>  |

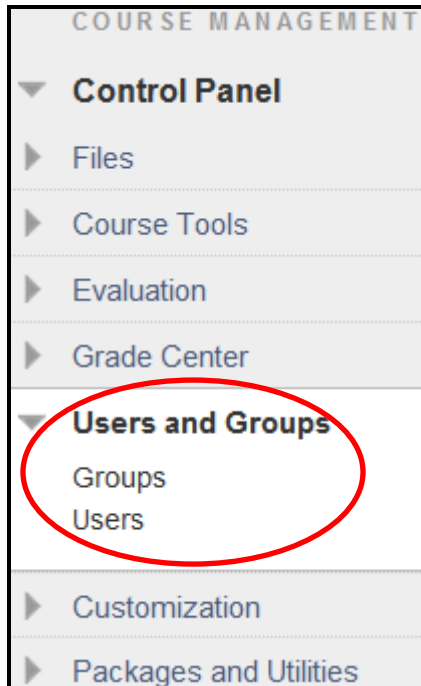
## Add Graders and Teaching Assistants into your Course

In Blackboard Learn Instructors are able to Enroll Teaching Assistants and Graders into their course.

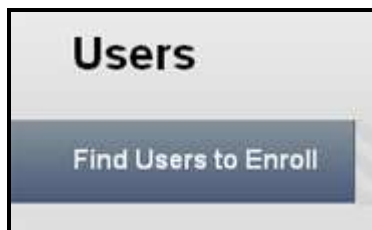
**NOTE: Please DO NOT add students to your courses, or their enrollment will not sync with Banner.**

**WARNING!** To protect student privacy and comply with international, national and regional laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA) in the United States, review institutional policy and guidelines at <http://utsa.edu/registrar/ferpa.cfm> before releasing student information to other users.

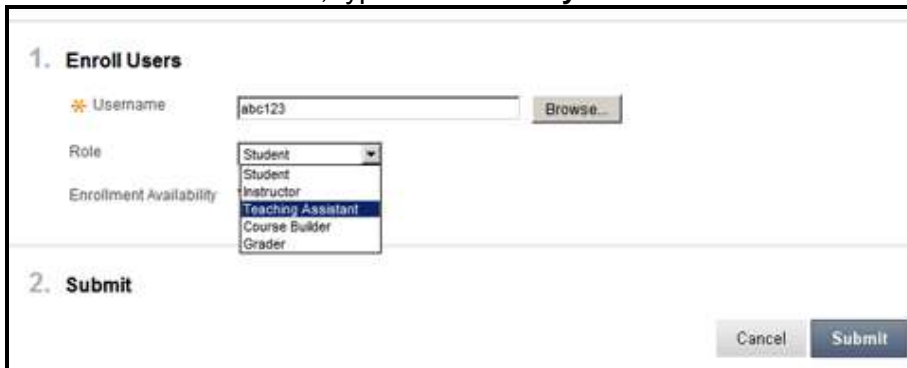
1. From the **Control Panel**, click **Users and Groups**, and then click **Users**



2. Click **Find Users to Enroll**



3. In the **Username** box, type the user's **myUTSA ID**



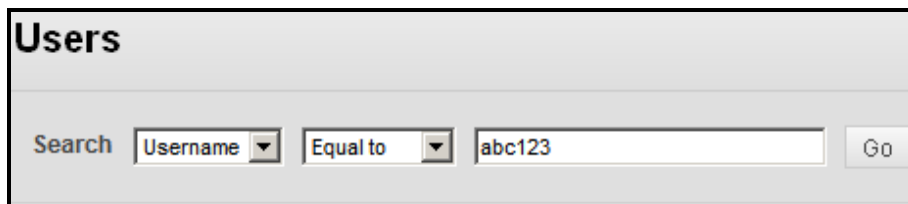
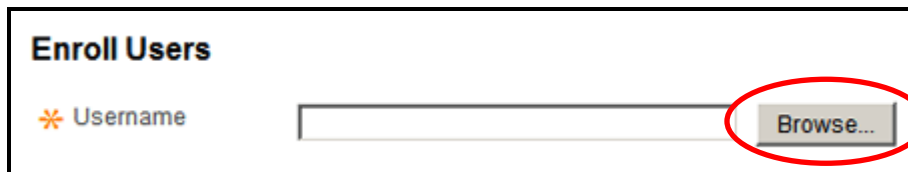
4. In the **Role** list, select the role you want to assign the user.

5. Click **Submit** to enroll your Grader or TA.

*Note: To **enroll** multiple users, type as many **usernames** as desired. Separate multiple users with commas Example: abc123, abc124, abc125, etc.*

**OR**

Click **Browse** and use **Search** criteria to find the user: (*Username, Last Name, First Name*) and (*Contains, Equal to, Starts with*). **Warning:** *Search based on the criteria 'Not Blank' must be avoided, since this will list every user on the system and could have an impact on the system performance.*

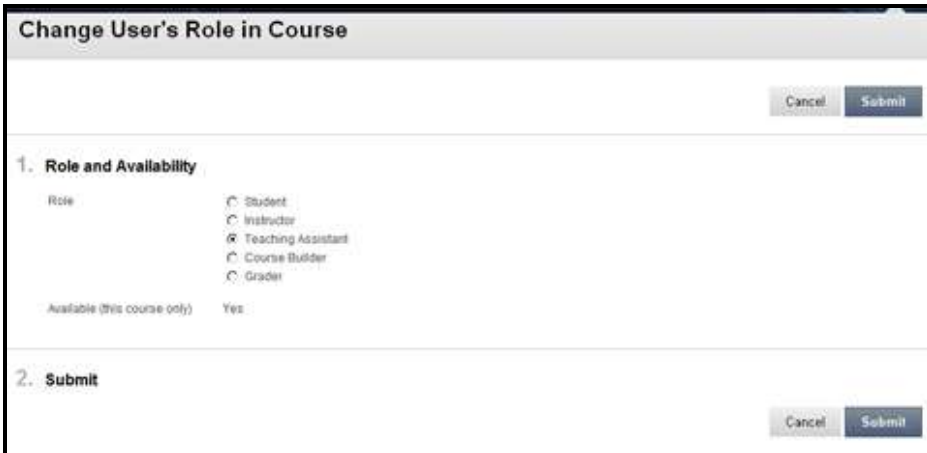


6. When you find the correct user, click the checkbox next to their name, and then click **Submit**. The **Username** field will be populated with their information.

7. In the **Role** list, select the role you want to assign the user.

8. Click **Submit** to enroll your Grader or TA.

9. Confirm that your Grader or TA was added properly. Clicking "**Submit**" will return you to the list of users. A confirmation bar at the top should list the user or users that you just enrolled. You should also see your Grader's or TA's name in the list of users with the designation "Teachers Assistant" or "Grader" beside it. If you accidentally assigned your TA the role of student, you can change a user's role by clicking the drop-down menu next to the user name and click "**Change user's role in course.**"



*\*\*Adapted from the Blackboard Learn 9.1 Documentation - Managing Course and Organization Roles*

*\*\*This document is current as of December 5, 2012*