Adding a TA to a Course Site

Instructors can add TAs to their Blackboard courses as long as the TA is in the Blackboard database.

Note: To be added to the database, the TA needs to login to Blackboard (http://blackboard.jhu.edu) using his/her JHED ID and password, which will automatically authenticate him/her to the database. The instructor can then add the TA to the course.

To add a TA to a course site:

1. From your course, click the Users and Groups link in the Control Panel (lower left hand side of the screen) to expand its options. Select ‘Users.’

2. Click the ‘Find Users to Enroll’ button at the top of the screen.
3. Enter the TA’s **JHED ID** in the Username field. Multiple JHED IDs can be added at once, separated by commas.

   **Note:** A JHED ID is not the same as a Hopkins ID. A JHED ID is composed of the first initial, start of last name, and a number, while the Hopkins ID appears to be a random set of letters and numbers.

   **JHED ID** example: mcole2 (use this)
   **Hopkins ID** example: SBF7EP (do not use this)

   Change the Role field to ‘Teaching Assistant’ and make sure the Enrollment Availability is set to ‘Yes.’ Click Submit.

4. The TA(s) should now display in the list of users and be able to access the course.