Request System: Adding Teaching Assistants and Graders.

(Audience: Instructors)

1) Click the <Request System> tab in Blackboard.

2) Select Add/Remove Enrollment under Course Site Requests.

   Course Site Requests
   - Copy Course
   - Combine Courses
   - Add/Remove Enrollment
   - New Course Site
     - Sand Box Request

3) Click <Search Courses> to find the appropriate course.

4) Select the course to add the Teaching Assistant or Grader to.

5) Select <Add To> and write a comment about adding the user.
6) Fill out the Department and the users Single Sign On (Their SSO can be looked up.)

   Department: 
   SSO ID:   Look up SSO_ID

7) Use the drop down menu to select the Users new role.
   **Instructor:** Full privileges to access, add, and edit course site content as well as grades
   **Teaching Assistant:** Full privileges to access, add, and edit course site content as well as grades.
   **Course Builder:** Can access, add, and edit course site content.
   **Grader:** Can access, add, and edit grades in the Grade Center.

8) Click `<Submit>`.