

Add people to a Brightspace course

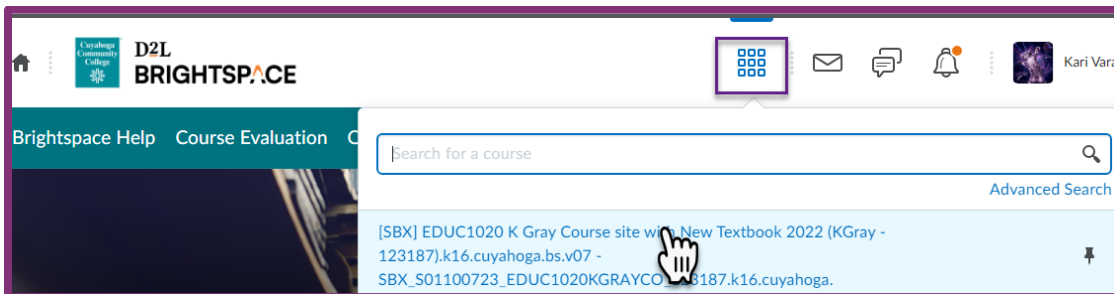
This document will go over the steps to add faculty, deans or staff to your course sites in Brightspace, giving them the Instructor or Teaching Assistant role. Reasons for adding faculty to your course include sharing a Brightspace site with others, building a course together, or being observed by a faculty member or evaluated by a dean.

Steps to Add a person to your Brightspace course

Step 1. Login to Brightspace and Navigate to the Brightspace course

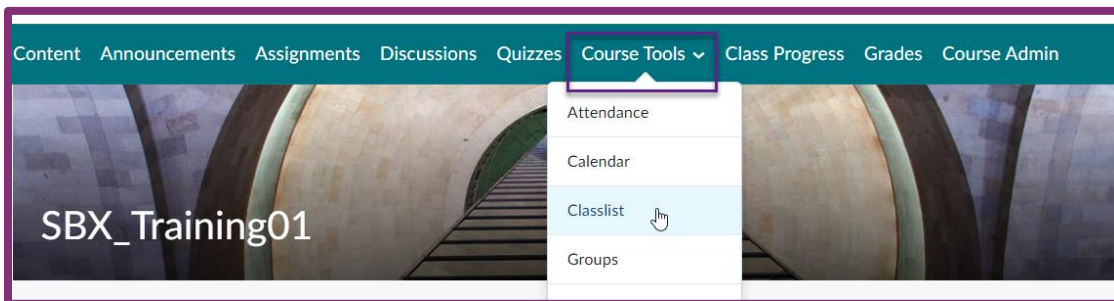
Select Brightspace LMS on the Blackboard/Brightspace for Faculty card in My Tri-C space.

Select the Waffle Icon on the White Navbar & choose the desired course from the pop-up list of courses you are enrolled in.



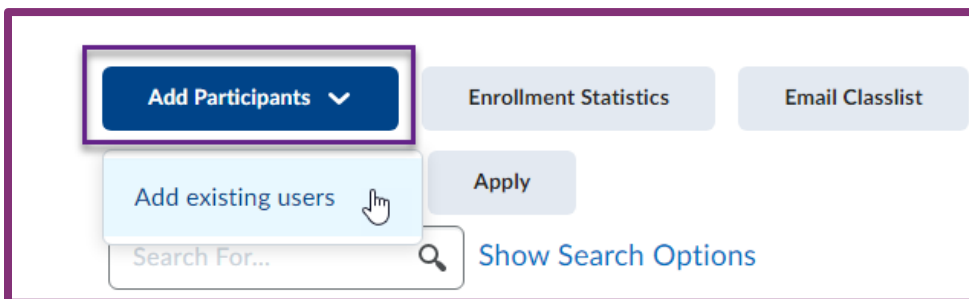
Step 2. Go to Classlist

On the Teal Navbar, select Course Tools and choose Classlist.



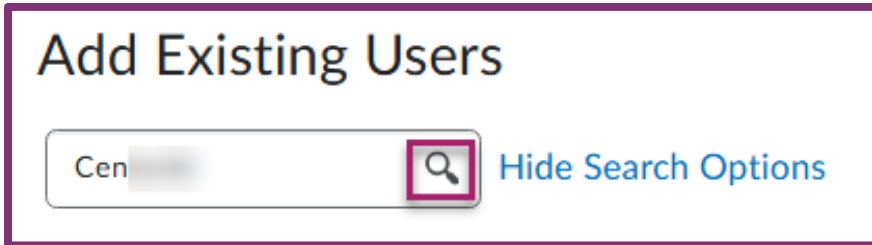
Step 3: Search for the desired person.

In the Classlist tool, select Add Participants and Add existing users.




Enter the name of the person you are adding to the course. Enter the last name or first name, not both, for broader search results. Select the magnifying glass icon to search.

Note: As the primary instructor of a course, do not change your own user role. You will not be able to change it back and you will lose full access.

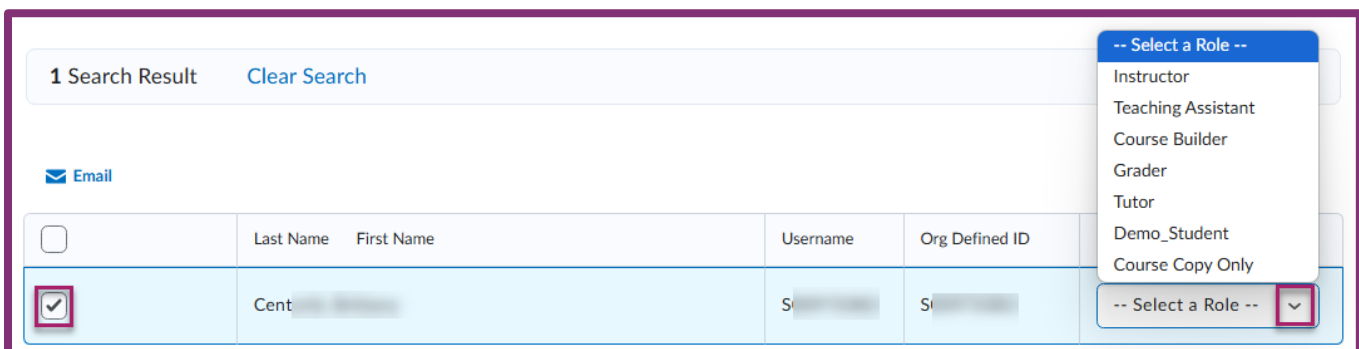


Add Existing Users

  [Hide Search Options](#)

Step 3. Choose a role and enroll the desired person in your course. Check the chart and descriptions below to determine the appropriate role.

1. Select the desired individual from the list of search results.
2. Select the Roles drop-down arrow and choose the desired role. See descriptions/permissions below.
3. Select the Enroll Selected Users button.



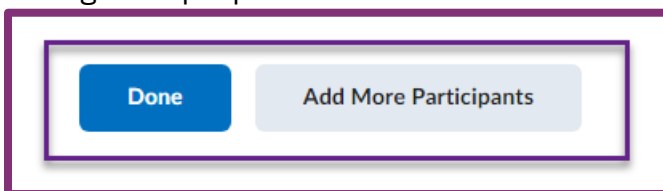
1 Search Result [Clear Search](#)

[Email](#)

<input type="checkbox"/>	Last Name	First Name	Username	Org Defined ID	Role
<input checked="" type="checkbox"/>	Cent		S	Si	-- Select a Role --

- Select a Role --
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Tutor
- Demo_Student
- Course Copy Only

Once the person is enrolled, select Done to complete the process or Add More Participants to continue adding more people.



[Done](#) [Add More Participants](#)

Step 4. Remove People from course

You cannot remove users from your course. Please email olat@tri-c.edu to have users removed. Removing people from courses will occur regularly, but not immediately.

Course role descriptions/permissions below.

Course Roles Table and Descriptions

	Instructor	Teaching Assistant	Course Builder	Grader	Course Copy Only	Demo Student	Tutor
View Access Only				X	X	X	X
Bypass Release Conditions	X	X	X	X	X		
Edit Announcements	X	X	X				
Edit Discussions	X	X	X				
Edit Quizzes	X	X	X				
Edit Assignments	X	X	X				
Edit Content Area	X	X	X				
Edit Grade Settings	X	X	X				
Assign Grades/Feedback	X	X		X			
Enroll Additional Faculty/Staff	X						
Course Copy Into	X	X	X				
Course Copy Out of	X				X		

Continue reading for a more in-depth definition and explanation of each role if needed.

Instructor

This role is the default role given to all instructors of courses. They can edit course content, grade student submissions, access grades outside of the start/end dates, etc. Giving a user with this role grants them all the permissions and privileges the primary instructor has.

Teaching Assistant

This role has most of the instructor's permissions/abilities except for a few.

What the role can do:

1. Edit all areas of the course, just like an instructor
2. See and grade student submissions and provide feedback
3. Course Copy INTO the course they are a TA in.

What the role cannot do:

1. Delete student submissions
2. Enroll an additional user via the classlist.
3. Course Copy OUT of the course they are a TA in.

Course Builder

This role can edit all course content, however, is unable to view or grade student submissions.

What the role can do:

1. Edit all areas of the course, just like an instructor
2. Can see currently enrolled students via Grades



3. Course Copy INTO the course they are a Course Builder in.

What the role cannot do:

1. View the classist
2. See student submissions
3. Grade Student submissions
4. Course Copy OUT of the course they are a Course Builder in.

*Note: For this role to be able to edit the settings in the Grades area, they will be able to view the names of the currently enrolled students, but will not be able to view any submissions, or grade any submissions.

Grader

This role can grade student's submissions and provide feedback, with a view only access to course content. This role will not be able to edit any grade settings or course content. They can access the course outside of the course start/end dates.

What the role can do:

1. View-only access to course content
2. See student submissions
3. Grade student submissions
4. View the classist
5. Approve Self-Enrollment requests in non-CRN sites set up with approvals. *

What the role cannot do:

1. Edit course content areas
2. Edit grade settings
3. Course Copy INTO the course they are a Grader in
4. Course Copy OUT of the course they are a Grader in

*Special note: This role can approve self-enrollment requests for non-CRN/Department sites set up to require approvals. This added permission does **not** affect CRN sites, as CRN sites will never be set to "Discoverable" (self-enroll).

Course Copy Only

This role is view-only access, with the ability to copy the course from the site they are enrolled in. This role is useful for faculty who wish to share content with a colleague, but do not want to allow them to edit their course. This is also useful for non-CRN/Department sites that serve as a course template for faculty within their department to copy from the site, while negating the risk of the template site being edited or copied into.

What the role can do:

1. View-Only access to course content
2. Bypass Release Conditions
3. Course Copy OUT of the course they are a Course Copy Role in

What the role cannot do:

1. Edit course content areas



2. Edit grade settings
3. Enroll other users into the site
4. See student submissions
5. Grade student submissions
6. View the classist
7. Course Copy INTO the course they are a Grader in

Demo Student

This role is an exact copy of the student role with the added ability to access courses outside of the course start/end date. This role can be given to other faculty/staff to go into your course and test the course from the student perspective.

Tutor

This role is intended to be used with tutors and is a copy of the student role with the added ability to access courses outside of the course start/end date.

