

How to Add Instructors and Teaching Assistants to a Brightspace Course

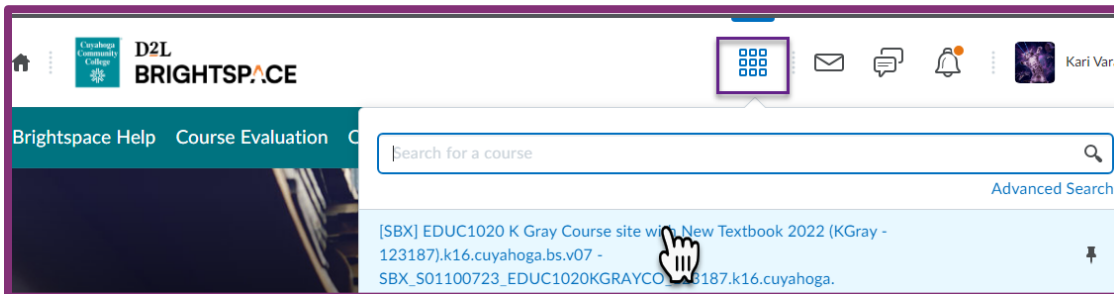
This document will go over the steps to add faculty to your course sites in Brightspace, giving them the Instructor or Teaching Assistant role. Reasons for adding faculty to your course include sharing a Brightspace site with others, building a course together, or being reviewed by a faculty member.

Steps to Add an Instructor or Teaching Assistant

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

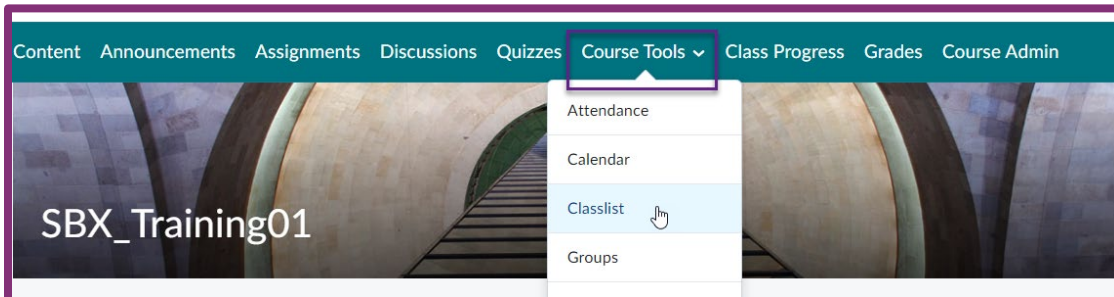
Select Brightspace LMS on the Blackboard/Brightspace for Faculty card in My Tri-C space.

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



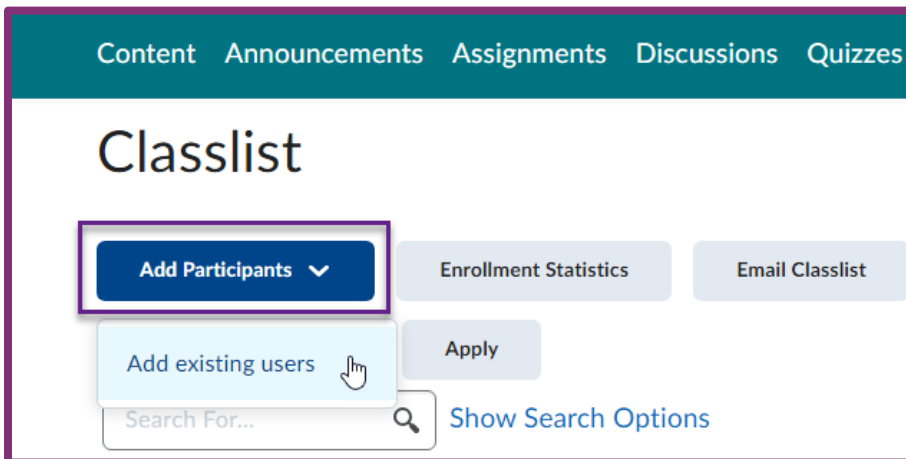
Step 2. Go to Classlist

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.

Content Announcements Assignments Discussions Quizzes

Add Existing Users

Enrollment Options

Set all roles to: -- Select a Role -- Set all roles

Send: Send Enrollment email

Add Existing Users

Gray Hide Search Options

Search In

Step 3. Choose a role and enroll the desired person in your course.

1. Select the desired individual from the list of search results.
2. Select the Roles drop-down arrow and choose the desired role, Instructor or Teaching Assistant.
3. Select the Enroll Selected Users button.

<input type="checkbox"/>	Last Name, First Name	Username	Org Defined ID	Role
<input checked="" type="checkbox"/>	Gray, Karen	s01100723	s01100723	Teaching Assistant

Enroll Selected Users Cancel

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

Confirmation of Enrollment

1 users have been enrolled successfully:

Last Name ▲, First Name	Username	Org Defined ID	Role
Gray, Karen	s01100723	s01100723	Facilitator

20 per page

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.