Step by Step: Assigning Course Roles

Course roles control access to the content and tools within a course. The System Administrator sets the site permissions for each role. The default user role is **Student**.

When a new course is requested, the system administrator assigns the instructor who can assign roles to users within their course. When users log into Blackboard, they see their courses and roles in the Course List.

<table>
<thead>
<tr>
<th>Role</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
<td>The default role, <strong>Students</strong> complete course work and participate in collaborative activities, including chat and discussions, in available courses. They have access to customization tools, if granted by the instructor. They do not have access to the Control Panel.</td>
</tr>
<tr>
<td><strong>Instructor</strong></td>
<td><strong>Instructors</strong> have access to all areas in the Control Panel and can add, edit, and view courses and items that are not available to students. They can assign other roles to users in their course. They can add another instructor but cannot delete an instructor.</td>
</tr>
<tr>
<td><strong>Course Builder</strong></td>
<td>A <strong>Course Builder</strong> can create and edit items in an available or unavailable course. They cannot perform instructor tasks, such as sending emails, replying to Discussion Forum posts, or generating reports. They cannot see the Grade Center.</td>
</tr>
<tr>
<td><strong>Teaching Assistant</strong></td>
<td>A <strong>Teaching Assistant</strong> can view everything in an available or unavailable course that an instructor can, but cannot edit, add, or delete items.</td>
</tr>
<tr>
<td><strong>Grader</strong></td>
<td>A <strong>Grader</strong> can grade Discussion and Tests and access the Grade Center in available or unavailable courses.</td>
</tr>
</tbody>
</table>

Go to the next page to see how to change user roles.
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1. Open the course and be sure Edit Mode is ON.

2. Go to the Control Panel, Users and Groups, and click the Users link.

3. On the Users page, a list of enrolled users and their current roles is displayed.

   To find a user who is not listed, click the Find Users to Enroll button.

   If you want to change a listed user’s role, go to step 7.

4. On the Add Enrollments page, go to the Enroll Users section and enter the username. Or, click the Browse button to find the username.
5. In the **Role** section, click the desired role from the drop-down menu.

6. Click the **Submit** button.

7. Back on the **Users** page, you can now see the new user in the list. To change the role of an listed user, click the **action link** at the right of the user’s name. Click the **Change User’s Role in Course** link.

8. On the **Change User’s Role in Course** page, click the role you want to assign.

9. Click the **Submit** button.

The **Users** page will display with the updated role.