



### Add TA: Getting Access to the Blackboard Course Management System

Blackboard is the Course Management System used at GW. The following is a step-by-step guide on how the course instructor can assign you a TA role in the Blackboard system and how your TA access will differ from that of students.

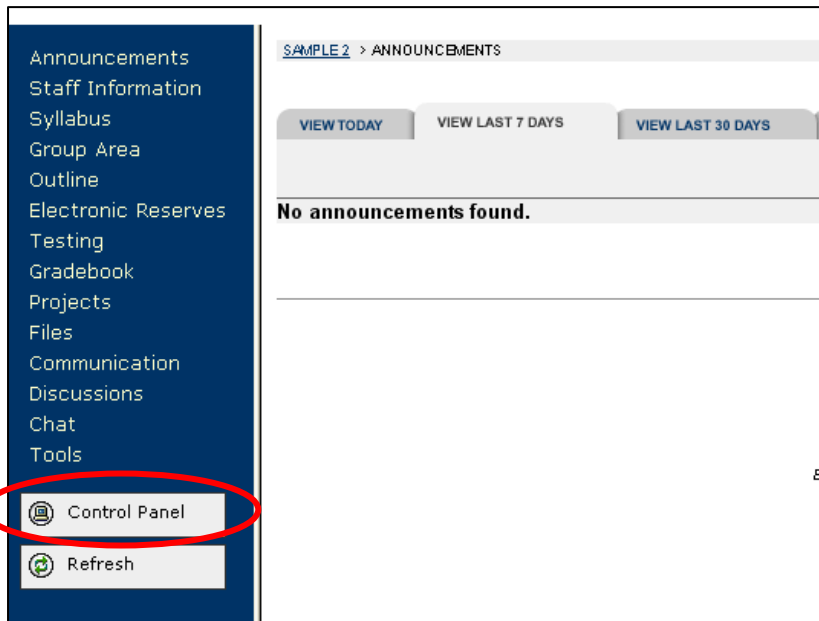
**Step 1:** From <http://blackboard.gwu.edu>, the instructor will log into his/her Blackboard account with GW NetID (email address username) and password.

**NOTE:** For questions about your GW NetID, please contact the ISS Helpdesk on 202-994-5530 or <http://helpdesk.gwu.edu>

**Step 2:** From the “My Blackboard” tab at the top of the screen, the instructor will select the pertinent course. Below are two ways to access a course after logging into Blackboard.



**Step 3:** Within the course, the instructor will select the “Control Panel” option located at the bottom of the course menu.



**Step 4:** Within the Control Panel, the instructor will choose “More Tools” and then choose “Add TA”.

Content Areas	
<a href="#">About</a>	<a href="#">Week 2</a>
<a href="#">Syllabus</a>	<a href="#">Week 3</a>
<a href="#">Schedule</a>	<a href="#">Week 4</a>
<a href="#">Assignments</a>	<a href="#">Week 5</a>
<a href="#">Exams</a>	<a href="#">Week 6</a>
<a href="#">Week 1</a>	

Course Tools	
<a href="#">Announcements</a>	<a href="#">Course Portfolios</a>
<a href="#">Course Calendar</a>	<a href="#">Illuminate Live!</a>
<a href="#">Staff Information</a>	<a href="#">SafeAssign</a>
<a href="#">Tasks</a>	<a href="#">Configure Blog Tool</a>
<a href="#">Send Email</a>	<a href="#">Configure Wiki Tool</a>
<a href="#">Discussion Board</a>	<a href="#">Assess Wikis</a>
<a href="#">Collaboration</a>	<a href="#">Request E-Reserves</a>
<a href="#">Glossary Manager</a>	<a href="#">More Tools...</a>

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Course Design</a>	<a href="#">Import Package</a>
<a href="#">Manage Tools</a>	<a href="#">Export Course</a>
<a href="#">Settings</a>	<a href="#">Archive Course</a>
<a href="#">Course Copy</a>	





**Step 5:** The instructor will enter your (the TA’s) GW NetID (email username) and click “Submit.”

**2 Course Details**  
Course ID: TEST\_sample2 Course Title: sample 2

**3 TA Information**  
\* Enter NetID (GW Mail user name) of your TA

**4 Submit**  
Click "Submit" to finish. Click "Cancel" to abort this process.  
\* Required Field

Cancel Submit

**Step 6:** The instructor will enter his/her initials as a confirmation of adding the TA and then click “Submit.” A message of successful submission will be received.

SAMPLE2 > CONTROL PANEL > MORE TOOLS... > ADD TA

**Add TA Confirmation**

**1 Confirm Enrollment**  
I hereby affirm that I have read the George Washington University FERPA Compliance Statement and warrant and represent to the university that adding user  to the Blackboard course **sample 2** (Course Id: TEST\_sample2) with TA privileges does not violate University policies and procedures or federal privacy laws as set out in the FERPA compliance statement.  
\* Enter your initials:

**2 Submit**  
Click "Submit" to finish. Click "Cancel" to abort this process.  
\* Required Field

Cancel Submit

**Action Successful**

User  added to the Course TEST\_sample2, with TA role.  
A copy of compliance statement was sent to your e-mail account for your records.

Tuesday, December 18, 2007 11:00:09 AM EST



**Step 7:** When you next log into Blackboard and access the course, you should see the “Control Panel” button at the bottom of the course menu. Access to the Control Panel is the key difference between faculty or GTA access and student access to the system.



The screenshot shows the Blackboard course interface for The George Washington University. The left sidebar contains a course menu with the 'Control Panel' button circled in red. The main content area displays various course management tools organized into sections: Content Areas, Course Tools, Course Options, User Management, Assessment, and Help.

Content Areas	
<a href="#">About</a>	<a href="#">Week 2</a>
<a href="#">Syllabus</a>	<a href="#">Week 3</a>
<a href="#">Schedule</a>	<a href="#">Week 4</a>
<a href="#">Assignments</a>	<a href="#">Week 5</a>
<a href="#">Exams</a>	<a href="#">Week 6</a>
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Course Tools	
<a href="#">Announcements</a>	<a href="#">Course Portfolios</a>
<a href="#">Course Calendar</a>	<a href="#">Eliminate Live!</a>
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<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Course Design</a>	<a href="#">Import Package</a>
<a href="#">Manage Tools</a>	<a href="#">Export Course</a>
<a href="#">Settings</a>	<a href="#">Archive Course</a>
<a href="#">Course Copy</a>	

User Management	
<a href="#">Manage Groups</a>	

Assessment	
<a href="#">Test Manager</a>	<a href="#">Grade Center</a>
<a href="#">Survey Manager</a>	<a href="#">Performance Dashboard</a>
<a href="#">Pool Manager</a>	<a href="#">Early Warning System</a>
<a href="#">Course Statistics</a>	

Help	
<a href="#">Support</a>	<a href="#">Contact System Administrator</a>
<a href="#">Manual</a>	<a href="#">Quick Tutorials</a>