Adding JHU Users to a Course Site (including TAs)

Instructors can add JHU users, including TAs, to their Blackboard courses as long as they are in the Blackboard database.

Note: To be added to the database, the JHU user needs to login to Blackboard (http://blackboard.jhu.edu) using his/her JHED ID and password, which will automatically authenticate him/her to the database. The instructor can then add the user to the course.

To add a JHU user to a course site:

1. From your course, click the Users and Groups link in the Control Panel (lower left side of the screen) to expand its options. Select Users.
2. Click the Find Users to Enroll button at the top of the screen.
3. Enter the user’s JHED ID in the Username field. Multiple JHED IDs can be added at once, separated by commas.
   - Note: A JHED ID is not the same as a Hopkins ID. A JHED ID contains the first initial, letters from the last name and a number. Do not select Browse.
4. Select the Role from the dropdown and make sure that Enrollment Availability is set to Yes.
5. Click Submit
6. The user(s) should now appear in the course’s user list and be able to access the course.