

# Blackboard®

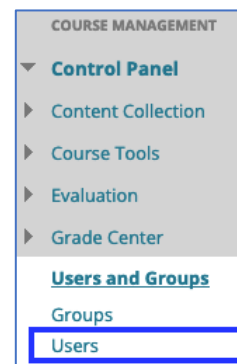
## Adding JHU Users to a Course Site (including TAs)

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

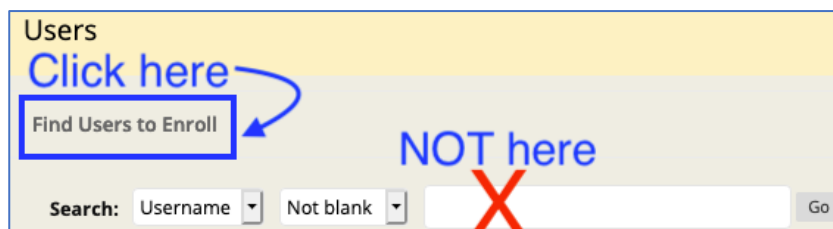
Note: To be added to the database, the JHU user needs to login to Blackboard (<https://blackboard.jhu.edu>) using a JHED ID and password, which will automatically authenticate the user to the database. The instructor can then add the user to the course.

To add a JHU user to a course site:

- 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.'

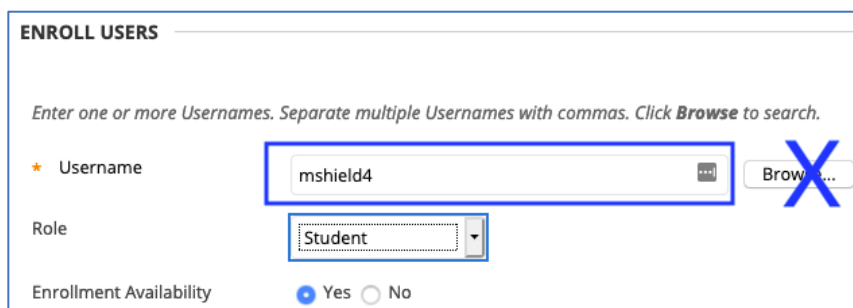


- Click the 'Find Users to Enroll' button at the top of the screen.



- 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.'



- Select the preferred role from the drop-down box and make sure Enrollment Availability is set to yes.

- Click Submit.**

- The user(s) should now display in the established list of users and be able to access the course.

