

Accessing Blackboard

Blackboard is a Learning Management System. It is a web-based software system that allows users to post course content, communicate with students, set up quizzes or surveys, and manage grades online without any knowledge of HTML or programming.

Blackboard 8.0 is now available via Stern Links: <http://w4.stern.nyu.edu/sternlinks>

Where can I find on-line tutorials about using Blackboard?

Our website contains tutorials on various aspects of Blackboard such as Adding/Managing Content, Communication and Assignments. There is also a Frequently Asked Questions (F.A.Qs) section. If these sections do not provide you with the information you are looking for or you have further questions, please feel free to send us an email at citl@stern.nyu.edu or call us at 212-998-0919.

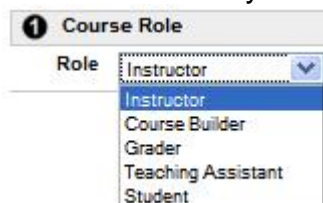
Add Users by Role

As an instructor you can add other users such as additional instructors, a Teaching Assistant, or an auditing student via the **Add Users by Role** tool in the Control Panel of your Blackboard course site.

1. Select the control panel of your course site
2. Click on **Add Users by Role** in the *Course Tools* area.



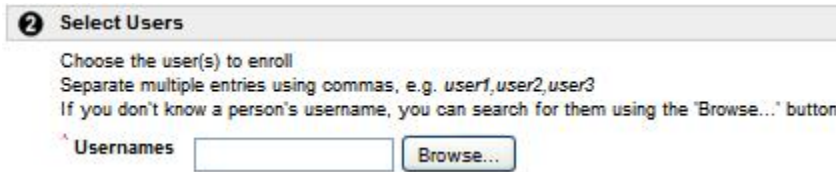
3. Choose the Role you want to provide to the user.



The role options are as follows:

- Instructor: Full access to all course functionality
- Content Assistant: Limited access, can only add content but not add grades
- Grader: Limited access, can only add grades but not add content
- Teaching Assistant: Access to all course functionality, except the Add Users by Role tool
- Student: Regular student access (can not access the control panel)

4. Type in the **Username** (Stern ID) of the user(s) you want to add with the chosen role. You can add multiple users with the same role by separating usernames with a comma.



Select Users

Choose the user(s) to enroll
Separate multiple entries using commas, e.g. user1,user2,user3
If you don't know a person's username, you can search for them using the "Browse..." button

Usernames

5. Click **Submit** to save your changes.

Tip:

If you do not know the Username for the person you are trying to add to your course, you can click on the **browse** button and search for same based on a person's first, last name etc.