



# The GTU Blackboard System Instructions for Instructors

## Grant T.A. Privileges

Once you make your course setting “Available,” your course is viewable to students and can be found by doing a search for it, but it will not appear in its course category unless you enter it in.

1. Go to your course site’s CONTROL PANEL. (For information on how to find the Control Panel, please see the handout, “Navigating Blackboard,” at <http://library.gtu.edu/blackboard/blackboardinstructor/navigating.pdf>)
2. In the USER MANAGEMENT box, click on the LIST/MODIFY USERS link.

Graduate Theological Union

Graduate Theological Union Courses System Admin

Home Help Logout

COURSES > THE GTU LIBRARY > CONTROL PANEL

04FA.LIBREF: The GTU Library - Library Reference (Instructor)

<b>Content Areas</b> <a href="#">Course Information</a> <a href="#">Course Documents</a>	<a href="#">Assignments</a> <a href="#">External Links</a>	<b>User Management</b> <a href="#">List / Modify Users</a> Create User Batch Create Users for Course	Enroll User <a href="#">Remove Users from the Course</a> <a href="#">Manage Groups</a>
<b>Course Tools</b> <a href="#">Announcements</a> <a href="#">Course Calendar</a> <a href="#">Staff Information</a> <a href="#">Tasks</a> <a href="#">Discussion Boards</a>	<a href="#">Send E-mail</a> <a href="#">Collaboration</a> <a href="#">Digital Drop Box</a> Messages <a href="#">Glossary Manager</a>	<b>Assessment</b> <a href="#">Test Manager</a> <a href="#">Survey Manager</a> <a href="#">Pool Manager</a>	<a href="#">Gradebook</a> <a href="#">Gradebook Views</a> <a href="#">Course Statistics</a>
<b>Course Options</b> <a href="#">Manage Course Menu</a> <a href="#">Manage Tools</a> <a href="#">Settings</a> Recycle Course	Course Copy <a href="#">Import Package</a> <a href="#">Archive Course</a> <a href="#">Resources</a>	<b>Support</b> <a href="#">Support</a> <a href="#">Manual</a> <a href="#">Contact System Administrator</a>	

3. Use the search function to find your T.A.’s name. Click on the PROPERTIES button to its right.
4. Under ROLE AND AVAILABILITY, choose TEACHERS ASSISTANT.
5. Click on the SUBMIT button and the OK buttons until you return to the CONTROL PANEL.