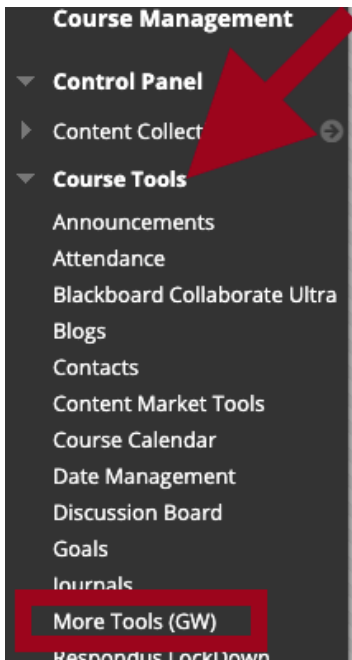


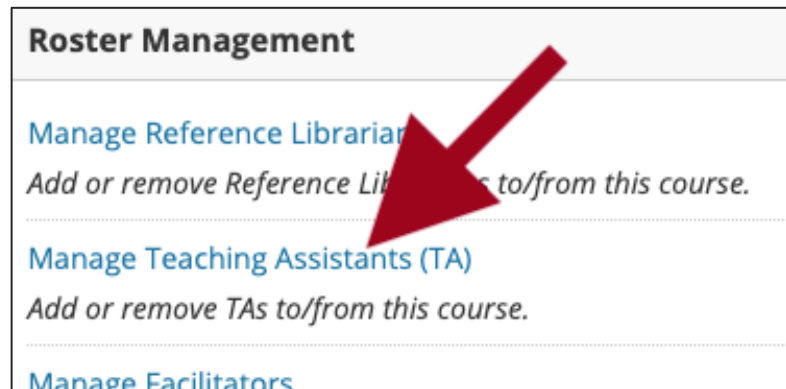
# Blackboard: Add and Remove Teaching Assistants

## Add Teaching Assistants

1. Open the Blackboard course in which you want to add your TA.
2. Go to the **Control Panel**, click on **Course Tools**, and select **More Tools (GW)**.



3. On the *More Tools* page, click **Manage Teaching Assistants (TA)**.



4. In the UserID text box, type the **GW Email** address of the TA(s) you want to add and click **Next**.  
**Note:** If you previously added another TA, you must first click on **Add a TA** to add more.

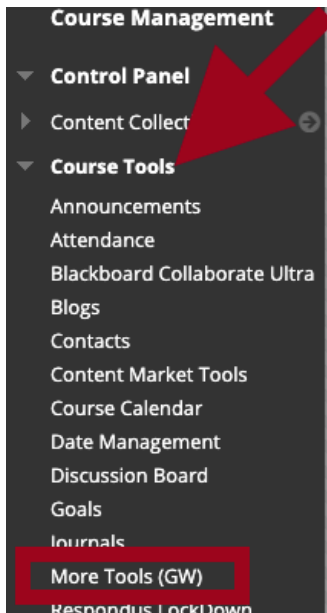
\* UserIDs

*Input the UserIDs of the users to add as TAs. Each entry should be on a new line.*

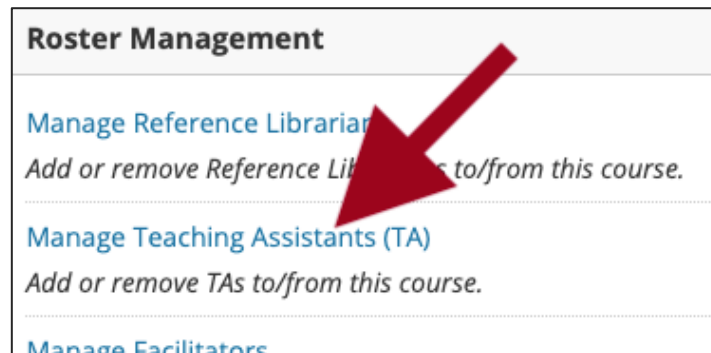
5. On the next page, enter your **initials** to confirm the addition of the TA(s) and click **Submit**.

## Remove Teaching Assistants

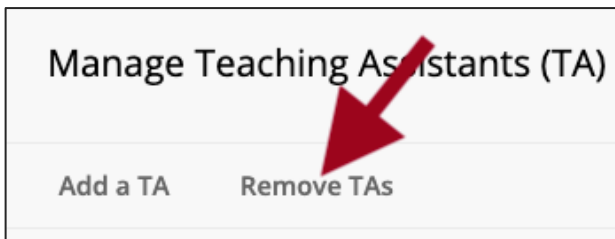
1. In the Blackboard course, go to the **Control Panel**, click on **Course Tools**, and select **More Tools (GW)**.



2. On the *More Tools* page, click **Manage Teaching Assistants (TA)**.



3. Click on **Remove TAs**.



4. Select the TAs you want to remove and click **Submit** to save your changes.

**ENROLLED TEACHING ASSISTANTS (TA)**

*Check the box for a given TA to remove that user as a TA from this course.*

- \* Teaching Assistants
- Trainer, ITL (train00)

*Click **Submit** to proceed.*

Cancel Submit