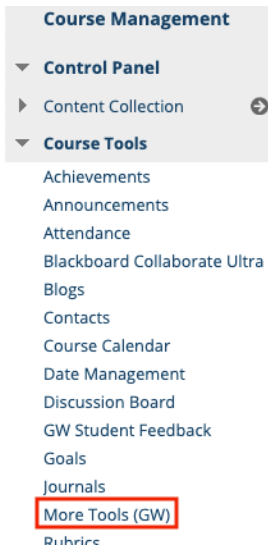


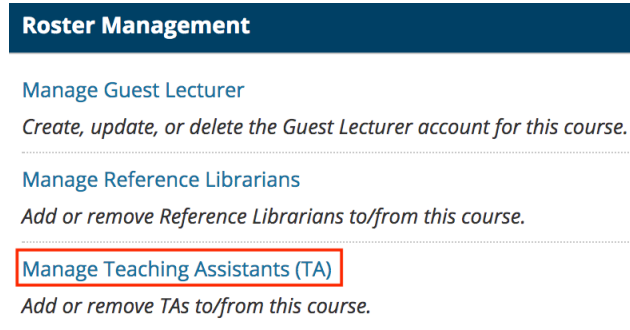
Blackboard: Add and Remove Teaching Assistants

Add Teaching Assistants

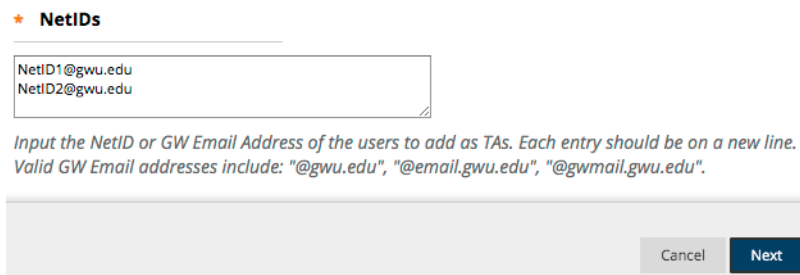
1. Open the Blackboard course in which you want to add your TA.
2. Go to the **Control Panel**, click on **Course Tools**, and select **More Tools (GW)**.



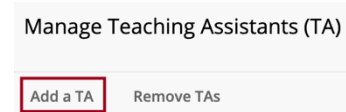
3. On the *More Tools* page, click **Manage Teaching Assistants (TA)**.



4. In the text box, type the **GW Email** address of the TA(s) you want to add and click **Next**.



Note: If you already added a TA you must first click **Add a TA** to add more.



5. On the next page, type 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**, select the TAs you want to remove, and click **Submit** to save your changes.