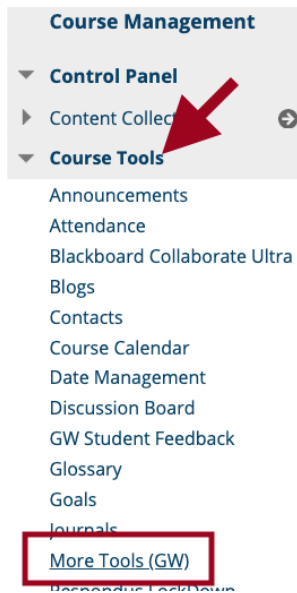


## Blackboard: Add and Remove Facilitators

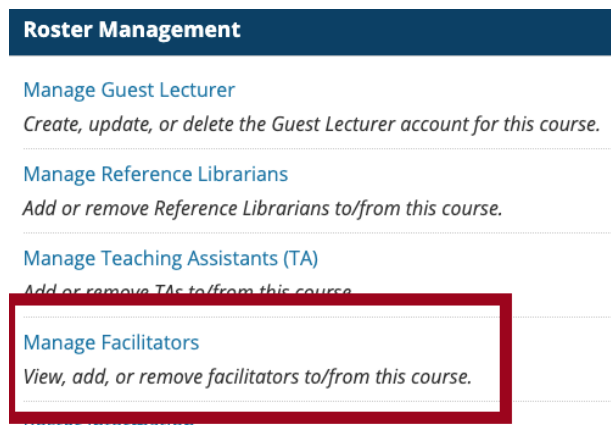
Facilitators have access to course materials similar to students but can also view materials hidden from students' views. They cannot access the Grade Center or create, manage, or delete course materials. Facilitator accounts are intended for GW faculty and staff with an educational need to access Blackboard courses; it should not be used for student access.

### Add Facilitators

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



3. On the More Tools page, click **Manage Facilitators**.



4. In the text box, type the **GW Email address** of those you want to add and click **Submit**.

**Note:** If you previously added a facilitator you must first click on *Add Facilitators* to add additional users.

**GW NETIDS**

★ GW NetIDs

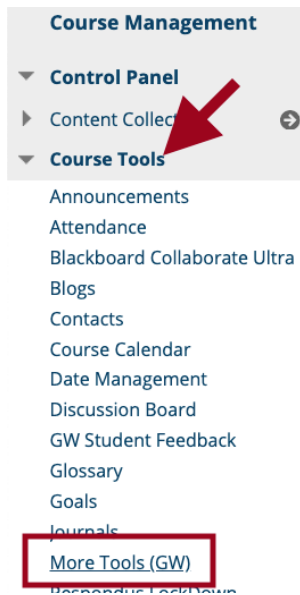
train37@gwu.edu  
 train00@gwu.edu

Input the NetID or GW Email Address of the users to add as facilitators. Each entry should be on a new line.  
Valid GW Email addresses include: "@gwu.edu", "@email.gwu.edu", "@gmail.gwu.edu".

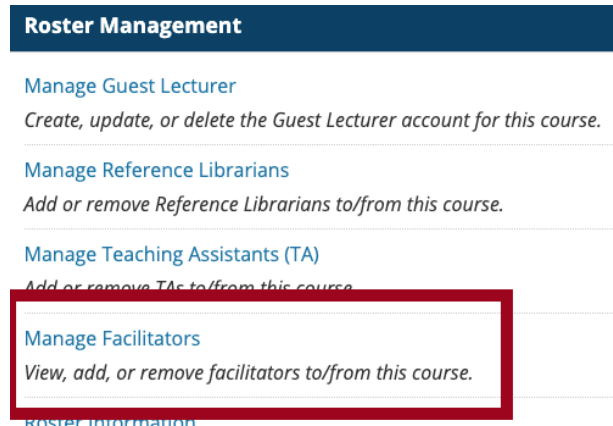
Click **Submit** to proceed.

## Remove Facilitators

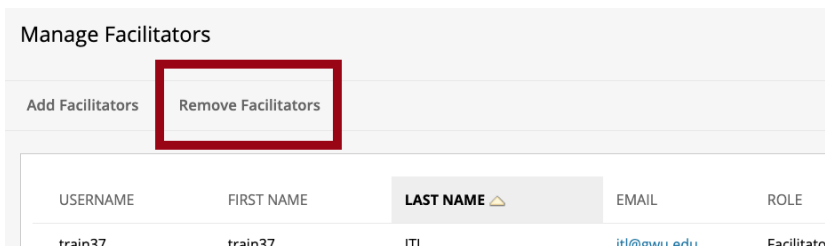
1. Open the Blackboard course in which you want to remove the facilitator(s).
2. Go to the **Control Panel**, click on **Course Tools**, and select **More Tools (GW)**.



3. On the More Tools page, click **Manage Facilitators**.



4. Click on **Remove Facilitators**.



5. Select those you want to remove and click **Submit** to save your changes.

