Blackboard: Add and Remove Facilitators

Facilitators have access to course materials like students but can also view materials hidden from students' views. Facilitators cannot access grading information or create, manage, or delete course materials. Instructors should use the Facilitator account to grant GW faculty and staff with an educational need access to a Blackboard course, not 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).


4. Type the GW Email address of those you want to add in the text box and click Submit.
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 who you want to remove and click **Submit** to finish.