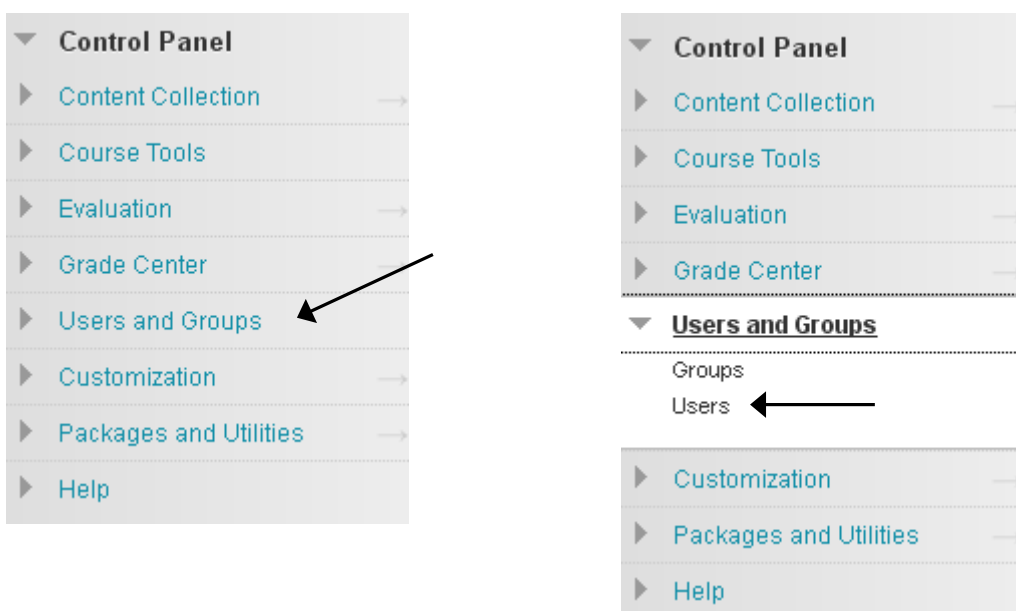# Adding JHU Users to a Course Site (including TAs)

Instructors can add JHU users, including TAs, to their Blackboard courses as long as they are in the Blackboard database.

Note: To be added to the database, the JHU user needs to login to Blackboard (http://blackboard.jhu.edu) using his/her JHED ID and password, which will automatically authenticate him/her to the database. The instructor can then add the user to the course.

To add a JHU user to a course site:

1. From your course, click the **Users and Groups** link in the Control Panel (lower left hand side of the screen) to expand its options. Select 'Users.'

2. Click the 'Find Users to Enroll' button at the top of the screen.

Click here

This is for searching the current list of users – not adding new users.
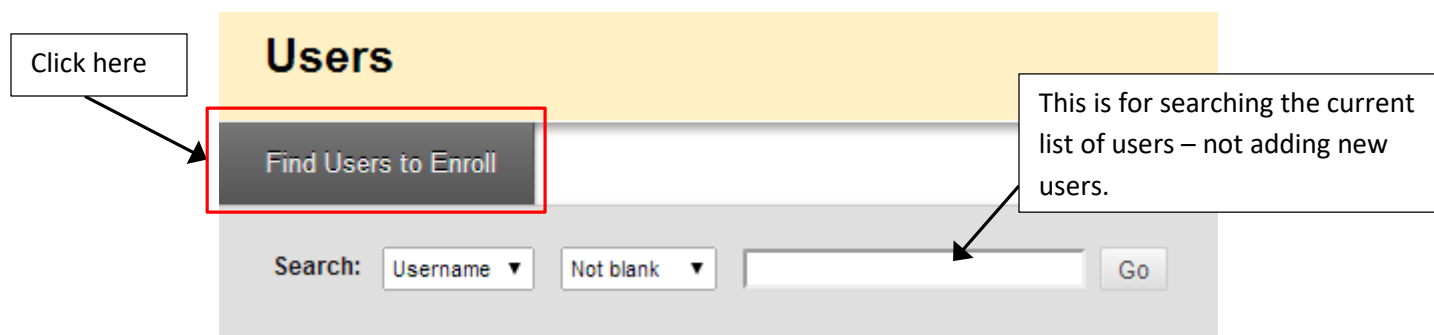
3. Enter the user's **JHED ID** in the Username field. Multiple JHED IDs can be added at once, separated by commas.
   Note: A **JHED ID** is not the same as a **Hopkins ID**. A **JHED ID** is composed of the first initial, start of last name, and a number, while the **Hopkins ID** appears to be a random set of letters and numbers.
   JHED ID example: mcole2 (use this)
   Hopkins ID example: 5BF7EP (do not use this)

   Select the preferred role from the drop-down box and make sure Enrollment Availability is set to 'Yes.' Click Submit. (For more information on the scope of each role, please see the course roles page.)

   Enter JHED ID(s) here

   ## 1. Enroll Users

   *Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

   ✳ Username   [mcole2]   Browse...

   Role   Teaching Assistant ▾

   If you need to search for a user, it is better to search the JHED database rather than using this Browse button.

   Enrollment Availability   ● Yes ○ No

   ## 2. Submit

   Click Submit to proceed. Click Cancel to quit.

   Cancel   Submit

4. The user(s) should now display in the established list of users and be able to access the course.

	Username	First Name	Last Name ▵	Email	Role	Observer	Available
☐	👤 matt.brady@blackboard.com	MATT	BRADY		Student		Yes
☐	👤 azimmer4	Amy	Brusini		Instructor		Yes
☐	👤 mcole2	Brian	Cole		Teaching Assistant		Yes