Adding a Teaching Assistant to a Blackboard Course

Blackboard is the Learning Management System used at GW. The following is a step-by-step guide on how the course instructor of record can assign you a TA role in a Blackboard course.

**Step 1:** From [http://blackboard.gwu.edu](http://blackboard.gwu.edu), the instructor of record will log into their Blackboard account with their GW NetID and password.

![Blackboard Login](image)

**NOTE:** For questions about your GW NetID, please contact the Division of IT Helpdesk on 202-994-4948 or [http://itsupport.gwu.edu](http://itsupport.gwu.edu)

**Step 2:** After choosing their course, the instructor will navigate to the “Control Panel” option located at the bottom of the course menu. They then will click on “Course Tools” and select “More Tools”.

![Control Panel](image)
Step 3: The instructor will then click “Add TA”.

Step 4: The instructor will enter your (the TA’s) GW NetID. If there is more than one TA in the course, each NetID is entered on a separate line. The instructor also must type in their initials and then click “Submit.”
Step 5: At the top of the “More Tools” page, a confirmation message will appear, indicating the names of the TA(s) added to the course.

The following TAs were added to your course:

Step 6: The instructor can verify that you (and any other possible TAs) have been added by using the “Remove TA” function on the “More Tools” page. The instructor should cancel out of this page after confirming TA names.

Remove TAs

SELECT TAS TO REMOVE

- FirstName1 LastName1
- FirstName2 LastName2

Indicates that GTAs successfully added to Blackboard.

When you next log into Blackboard, you should see the course listed under “Courses in which you are a TA” on the My Blackboard page.