

Changing the Role for a User in a Particular Blackboard Course

Users have roles in each course in which they are enrolled in Blackboard. The role determines what the user can do in that course. Changing the role of a user in a particular course does not change the user's role in any other course.

Stacking: Students not actually enrolled in COSMO in the "main" section will not be automatically dropped. The faculty member will need to make these students unavailable AFTER they have been officially dropped. You may also want to change the role of these students to Guest since then they will not show up in your gradebook. Students registered for the "main" section WILL be automatically dropped.

There may be other times that you may want to change a user's role in your course. Please be careful, you can change your own role from instructor to student -- but then you are a student and cannot change your role back to instructor.

Directions

- Control panel of course
- List/Modify Users in the User Management box in the upper left
- Click Search
- Click on the Properties button to the right of the user's name.
- Click the button in front of the role name you want
- Click the Submit button.

Course Roles

Course Builder: Access to most areas of the course control panel, but no access to the gradebook and student grades

Grader: Able to assist the Instructor in the creation, management, delivery, and grading of Assessments and Surveys. Has complete access to the gradebook and student grades but no access to changing content.

Teacher's Assistant: Has access to most of the course control panel but is not listed as an instructor in the course catalog and does not receive emails sent to All Instructor Users. **Does** have access to the gradebook and student grades.

Student: no access to any areas on the course control panel — will be listed in the gradebook

Instructor: access to all areas of the course control panel

Guest: only has access to portions of the course to which guest access has been specifically granted