

# BLACKBOARD TIP OF THE WEEK

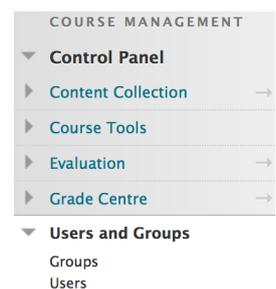
## How to change a user's course role

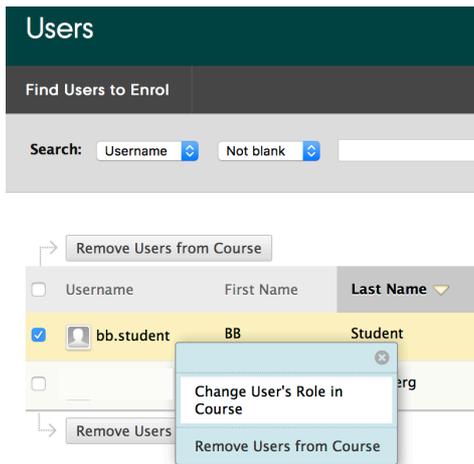
In some courses, it is beneficial to have not only students and educators enrolled (with the course roles *Student* and *Instructor*). E.g. Teaching assistants, Course secretaries, or your colleagues can benefit from being able to participate or have access to your course.

The most common roles are *Student*, *Instructor*, *Teaching Assistant*, and *Course Builder*. The role of the *Course Builder* is relevant for secretaries and other people who would like to have an unnoticed look into the course. Note, that if the role as *Instructor* or *Teaching Assistant* is selected, users will appear on the Home Page.

### Change a course role

1. Click *Users and Groups* followed by *Users* in the Course Management menu of your course
2. Find the user you want to change the course role for (it could be yourself)
3. Click on the action arrow and select *Change User's Role in Course*





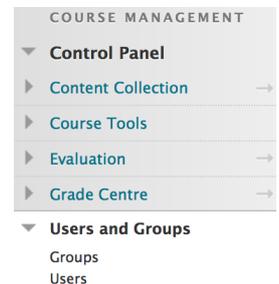
4. Select the new course role and click *Submit*

1. **Role and Availability**

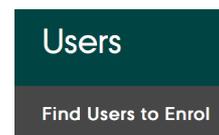
- Role
- Student
  - Instructor
  - Teaching Assistant
  - Course Builder
  - Marker
  - Guest
  - Deltids underviser HEALTH
  - Course supporter
  - Course coordinator
  - Visiting teacher
  - Visitor

## Enroll new users into your course

1. Click *Users and Groups* followed by *Users* in the Course Management menu of your course



2. Click *Find Users to Enrol* at the top of the page



3. Type in the AUID of the user you wish to enroll **or** browse to find it.

Select which course role you want the user to have.

## 1. Enrol Users

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Bro**

\* Username

Role

Enrolment Availability

- Student
- Instructor
- Teaching Assistant
- Course Builder
- Marker
- Guest
- Deltids underviser HEALTH
- Course supporter
- Course coordinator
- Visiting teacher
- Visitor

## 2. Submit

Click **Submit** to proceed. Click

## 4. Click *Submit*

Happy Blackboarding and have a nice weekend.

Kind regards,  
ST Learning Lab