

Blackboard Add a User to Course Request Form

Instructor Name:

Course Name / Number As Shown on Blackboard

Semester (e.g., Fall 2023)

Please provide the following information of the individual you elect to add to your course below:

- 1. The Full Name of the individual to be added to the course**
- 2. The individuals EMPL ID Number,**
- 3. and whether they are an Observer or Co-Instructor, or Teaching Assistant.**

***For Co-Instructors:** The Academic Administration must approve of all Co-Instructor additions to courses on Blackboard. To receive approval, please provide this filled out form to your Dept. Chair, whom is responsible for sending a note agreeing with and/or justifying the Co-Instructor addition along with this form to Dennis Slavin for approval. Email the Blackboard team the approval at Helpdesk1@baruch.cuny.edu, and the addition will be completed within 24-48 business hours.

***For Peer Observers:** Please note they will only retain access to your course for 48 Hours after being added to the course. Observers are now granted the Student role. No approval from Dept. Chair or Academic Administration required.

***For Student Observers:** Student observers will be granted the Student role. No approval from Dept. Chair or Academic Administration required.

***For Teaching Assistants:** Only Graduate Students or Assistants can be TA's. The Dept. Chair and TA must sign an additional form attesting to reading & understanding the FERPA guidelines, and provide both forms to the Academic Administration for approval. Follow the web link below to download the TA Form:

[Link to Add a TA to Blackboard Form](#)

Enter Below - Example: *"John Smith, 00109024, Student Observer. Thank you for your help!"*

Once completed, please save this file and submit it to HELPDESK1@BARUCH.CUNY.EDU with the following text in the subject line of your email: "Add a User to Blackboard Request"

Note: Blackboard staff are not available for manual Blackboard enrollment/removal on weekends or holidays. We cannot guarantee that your request will be granted.