



Course Roles in Blackboard 6

A Blackboard Learning Services Tip Sheet

Introduction In some cases, instructors want to delegate some of the responsibility for maintaining their Blackboard course to another user. They may want to designate a student to be a Teaching Assistant, for example, or to help them with grading essays. To accommodate this need, Blackboard allows instructors to assign different user privileges to individual users who are enrolled in their courses.

This overview is designed for Instructors or System Administrators who will be determining the role of a user in the [Blackboard Learning System \(Release 6\)](#).

Business Rules

The following rules apply when assigning Course Roles in Blackboard:

- Within a single course, a user can only have one Course Role
- Across multiple courses, a user's Course Role can vary. For example, Donna Smith could be a T.A. in her Biology course, a Grader in her English course, and a Student in all of her other courses.
- If no Course Role is set at the time of enrollment, the role of Student will be assigned.

About Course Roles

Essentially, the Course Role governs a user's access to the Blackboard Course Control Panel. The Instructor and/or the System Administrator typically have the ability to change a user's Course Role.

Course Roles in the *Blackboard Learning System* include:

- Instructor
- Teacher's Assistant
- Course Builder
- Grader
- Student
- Guest
- Observer (not available in *Blackboard Learning System* – Basic Edition)

Modifying Course Roles

Instructors can click on **List/Modify Users** (in the course Control Panel) to change the Course Role of a user who is enrolled in their course.

System Administrators may use the System Admin tab to access a specific course Control Panel, and then click on **List/Modify Users**.



Note: System Administrators use **List/Modify Course->Control Panel->List/Modify Users** to modify roles *per course*. For global changes such as address change or password changes, use the **List/Modify Users** function in the System Admin Tab.



Warning! This document reflects the default settings in the Blackboard system. Based on decisions made by your Blackboard System Administrator/s, these functions may not be available to a specific role. For example, a common practice is to *not* allow Instructors to create users, but instead to have users created only by the Administrators. Check with your Blackboard System Administrator for more information about specific privileges available for the Course Roles on your system.

Instructor

Role and Functions The Instructor role has access to all areas of a course's Control Panel. Even if the course is unavailable to students, Instructors can still access the course.

The Instructor can access the following areas of the Control Panel:

EVAL.MARK.COURSE.ROLES: Introductory Oceanography - Mark La Fave (Instructor)			
Content Areas		User Management	
Syllabus	Course Resources	List / Modify Users	Enroll User
Chapter Material	Textbook Web site	Create User	Remove Users from the Course
		Batch Create Users for Course	Manage Groups
Course Tools		Assessment	
Announcements	Discussion Boards	Test Manager	Gradebook
Course Calendar	Send E-mail	Survey Manager	Course Statistics
Staff Information	Collaboration	Pool Manager	
Tasks	Digital Drop Box		
Course Options		Support	
Manage Course Menu	Import Course Cartridge	Support	
Archive Course	Import Package	Manual	
Recycle Course	Resources	Contact System Administrator	
Manage Tools	Course Copy		
Settings	Export Course		

Who Should Have It? Typically, the role of Instructor is given to the person developing, teaching, or facilitating the class.

Teacher's Assistant

Role and Functions

The Teaching Assistant has access to nearly everything in the Control Panel of the course. If the course is unavailable to students, Teaching Assistants may still access the course.

Unlike the Instructor, the Teaching Assistant will not be listed in the Course Catalog listing for the course. A Teaching Assistant also cannot remove an Instructor from a course.



Note: Like an Instructor, the Teaching Assistant can use the Digital Drop Box to exchange files with students.

The Teaching Assistant can access the following areas of the Control Panel:

EVAL.MARK.COURSE.ROLES: Introductory Oceanography - Mark Teacher_Assistant (Teacher's Assistant)	
Content Areas Syllabus Chapter Material	Course Resources Textbook Web site
Course Tools Announcements Course Calendar Staff Information Tasks	Discussion Boards Send E-mail Collaboration Digital Drop Box
Course Options Manage Course Menu Archive Course Recycle Course Manage Tools Settings	Import Course Cartridge Import Package Resources Course Copy Export Course
User Management List / Modify Users Create User Batch Create Users for Course	Enroll User Remove Users from the Course Manage Groups
Assessment Test Manager Survey Manager Pool Manager	Gradebook Course Statistics
Support Support Manual Contact System Administrator	

Who Should Have It?

The Teaching Assistant role has almost as many privileges as the Instructor. You may wish to assign this role to a trusted user who will be significantly participating in all aspects of the class.

Course Builder

Role and Functions

The Course Builder role has access to most areas of the course Control Panel. A Course Builder cannot access the Assessment section of the Control Panel (including the Gradebook), Course Statistics, or some User Management functions.

If the course is unavailable to students, a Course Builder *can* still access the course. A Course Builder *cannot* remove an Instructor from a course.



Note: Like an Instructor, the Course Builder can use the Digital Drop Box to exchange files with students.

The Course Builder can access the following areas of the Control Panel:

EVAL.MARK.COURSE.ROLES: Introductory Oceanography - Mark Course Builder (Course Builder)			
Content Areas		User Management	
Syllabus	Course Resources	List / Modify Users	Enroll User
Chapter Material	Textbook Web site	Create User	Remove Users from the Course
		Batch Create Users for Course	Manage Groups
Course Tools		Assessment	
Announcements	Discussion Boards	Test Manager	Gradebook
Course Calendar	Send E-mail	Survey Manager	Course Statistics
Staff Information	Collaboration	Pool Manager	
Tasks	Digital Drop Box		
Course Options		Support	
Manage Course Menu	Import Course Cartridge	Support	
Archive Course	Import Package	Manual	
Recycle Course	Resources	Contact System Administrator	
Manage Tools	Course Copy		
Settings	Export Course		

Who Should Have It?

You may wish to assign this role to a research assistant or to a T.A. who has limited duties (for example, if you don't want them to have access to student grades).

Grader

Role and Functions

The Grader role has access to the course's Control Panel, but only to the Assessment section. A Grader would assist the Instructor in the creation, management, delivery, and grading of online assessments and surveys delivered through Blackboard. A Grader may also assist the Instructor with adding manual entries to the Online Gradebook.

If a course is unavailable to students, the course will appear in the My Courses module and Course list for a user with the role of Grader, but the Grader will not be able to enter the course until the course is available

The Grader can access the following areas of the Control Panel:

EVAL.MARK.COURSE.ROLES: Introductory Oceanography - Mark Grader (Grader)			
Content Areas		User Management	
Syllabus	Course Resources	List / Modify Users	Enroll User
Chapter Material	Textbook Web site	Create User	Remove Users from the Course
		Batch Create Users for Course	Manage Groups
Course Tools		Assessment	
Announcements	Discussion Boards	Test Manager	Gradebook
Course Calendar	Send E-mail	Survey Manager	Course Statistics
Staff Information	Collaboration	Pool Manager	
Tasks	Digital Drop Box		
Course Options		Support	
Manage Course Menu	Import Course Cartridge	Support	
Archive Course	Import Package	Manual	
Recycle Course	Resources	Contact System Administrator	
Manage Tools	Course Copy		
Settings	Export Course		



Note:

- If the course is unavailable to students, a Grader *cannot* access the course.
- A Grader can see the Announcements and Course Calendar tools, but cannot create new announcements or calendar items.
- For a Grader, the Digital Drop Box functions as it does in the Student Role. In other words, files may be sent to the Instructor only, not to the students.

Who Should Have It?

You may wish to assign this role to a trusted assistant who will help grade papers, create quizzes, review survey results, or handle other Gradebook management tasks.

Student

Role and Functions The Student role is the default Course User Role. A user with the Course Role of Student has no access to any areas in the Course Control Panel.

Who Should Have It? Nearly all students enrolled in the class will keep the default Course Role of "Student."

Guest

Role and Functions If Guest access is enabled on the system (by the System Administrator), an Instructor can then decide to make the course available to users. Once the Instructor elects to enable Guest access in a course, he or she can also determine exactly which content areas, items, and tools are accessible to those Guests.

A user with the Course Role of Guest has no access to any areas in the Course Control Panel.

Who Should Have It? Any visitors to the Blackboard system, including prospective students, alumni, peers at other institutions, or parents.

Additional Reference Materials For further information about User Roles, and System Administration visit:

- [Administrator Manual](#)
- [Roles](#)
- [Administrator Roles](#)

To Learn More... Blackboard Learning Services offers comprehensive classroom training programs and educational materials for the *Blackboard Learning System*™ products. For more information about how Blackboard Learning Services can serve your institution's training needs through on-site events, remote seminars, or via our Certified Education Center partners, please contact your Account Manager at Blackboard or visit the online [Training Center](http://behind.blackboard.com) at <http://behind.blackboard.com>.

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