

# Assigning Roles to Users of Your Blackboard Course

## Introduction

Once you successfully create a Blackboard course website for a course that is listed in the Registrar's database, then the FSU system will automatically enroll students into your Blackboard course. Blackboard further allows you to assign different roles, such as teaching assistant or grader, to people associated with your course. These different roles allow different degrees of access to specific features within Blackboard, and are explained below.

## Different Roles of Users

Different roles allow access to different features of the Blackboard system. Below are the different roles accessible under the **Power User Enrollment** option under **Course Tools** menu.

- Builder**: This role allows you to add content to the course through the Content Areas and the Course Tools on the Course Control Panel.
- Grader**: This role allows you to access all areas under Assessments.
- Guest**: This role allows you to view areas of the course, but cannot participate in any way.
- Student**: This role allows you to access all available course content and will be graded on Assessments.
- Teacher/Instructor**: This role allows you to control all aspects of the course through the Control Panel.
- Teacher's Assistant**: This role allows you to control most aspects of the course through the Control Panel.

## Observer Access

Observer Access allows an assigned user to view a specific student's course interaction, records, and grades. Instructors can limit the amount of access the observers has within the course.

**Note:** Observers do not have access to the Blackboard communication tools (email, discussion, or chat). These accounts must be created and assigned to the specific users by the System Administrator.

From the Control Panel:

1. Click the **Settings** link in the Course Options section.
2. Click the **Observer Access** link.
3. Click the **Yes** button.
4. Scroll down to the bottom of the page and click the **Submit** button.

## More Information

**Q:** What is the difference between Guest Access and Observer Access?

**A:** A guest in Blackboard is allowed to view all the Course Areas that are available to that assigned group. An observer is assigned to an individual and is able to view the Blackboard course just like that individual. Example, a parent can have an observer account for his child and be able to view the course just like the child (grades, content, etc.).

## Brief instructions for assigning roles to users

1. Login to your Blackboard course website:

<http://campus.fsu.edu/>

2. Click on **Control Panel**.
3. Click on **Power User Enrollment** in the **Course Tools** area.
4. Search for the individuals you want to add by:
  - a. Entering the last names of the individuals (multiple names can be simultaneously searched if separated by commas)
  - b. Clicking on the **Search** button
5. Select the desired individuals by clicking on the boxes located on the left side of the screen and next to the name of the desired individuals
6. Assign roles to the selected individuals by choosing from the options in the drop-down menu located on the right side of the screen
7. Click on **Submit** and then click on **OK**

### To view user roles

1. Follow steps 1 – 2 above for assigning roles
2. click on the **List/Modify Users** link in the **User Management** area
3. click on the **LIST ALL** tab
4. click on the **List All** button

### To modify assigned roles of individuals

1. Follow steps 1 – 4 above for viewing user roles
2. Click on the **Properties** button for the individuals you wish to modify
3. Scroll down and choose the new role for the selected individual
4. Click on **Submit** and then click on **OK**

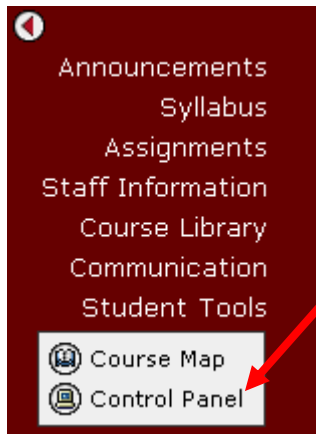
## Detailed instructions for assigning roles to users

Step 1. Login to your Blackboard course website:

<http://campus.fsu.edu>

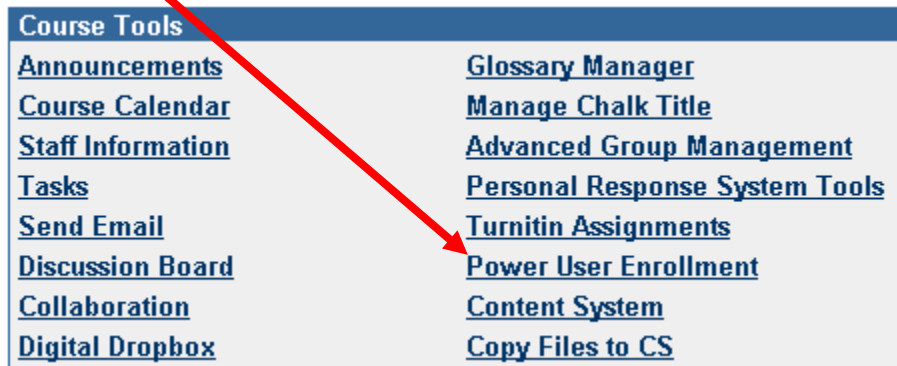
Step 2. Click on Control Panel

After you login, find and click on the Control Panel link on the left side of the screen.



Step 3. Click on Power User Enrollment

In the new webpage that opens, find the Course Tools area, then find and click on the Power User Enrollment option.



#### Step 4. Search for the individuals you want to add

In the new webpage that opens, you can search for the individuals you wish to add to your Blackboard course by Last Name, User Name, or E-mail. Then click on the Search button.

SEARCH

  
Search By:  Last Name  User Name  E-mail  
 Results per Page  
NOTE: Search multiple keywords using comma (,) as a separator.

#### Step 5. Select the desired individuals and assign roles

Select individuals by clicking on the boxes located on the left side of the screen.

Warren, Daniel

Select All

Assign roles to individuals by selecting from the options in the drop-down menu located on the right side of the screen.

Student

Set all roles to Student

Cancel Submit

OK

Click on the Submit button to complete the process.

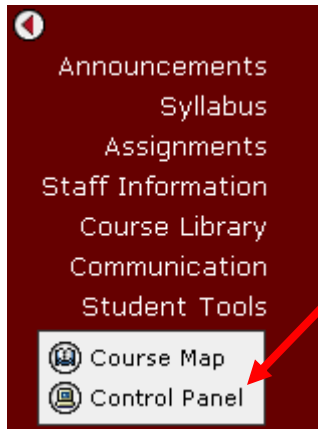
Click on the OK button to go back to the Control Panel.

**Note:** Refer to page 1 for a description of the different roles individuals can take on in a Blackboard course.

Step 6. Verify the assigned roles of the individuals you selected  
Click on the [Home](#) tab located at the upper left hand side of the screen.



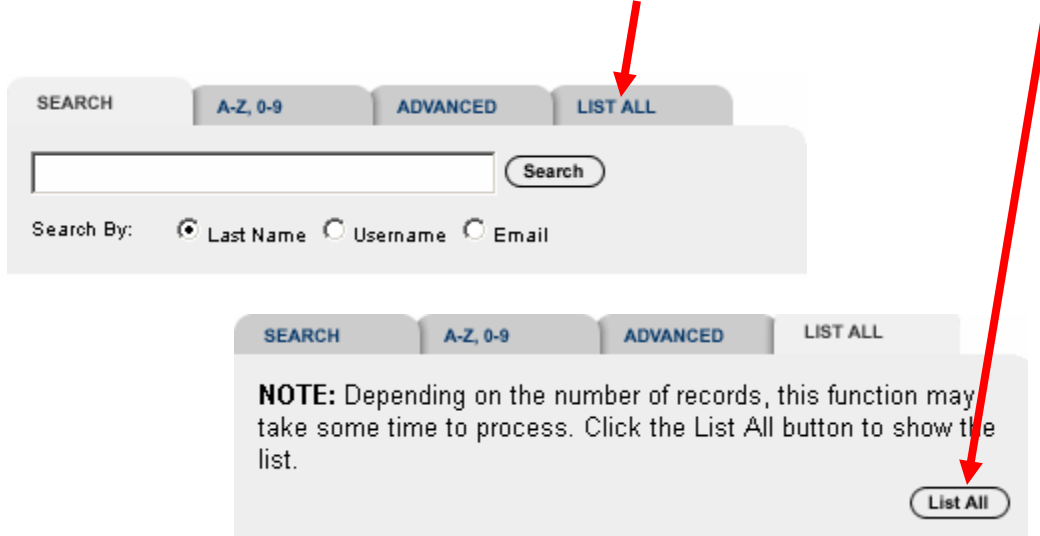
From the webpage that opens, click on the [Control Panel](#) menu item.



Next, find and click on the [List/Modify Users](#) link.



On the new page that opens, click on the [LIST ALL](#) tab, and then on the [List All](#) button.



You should now see a [list](#) of the Users enrolled in your Blackboard course.

**1 user(s) located.**

Displaying records 1-1.

NAME


[Warren, Daniel](#)

E-MAIL

[rdw4048@fsu.edu](mailto:rdw4048@fsu.edu)

## To modify assigned roles of individuals

Follow the procedure for listing users in [Step 6](#), then click on the [Properties](#) button for the individuals you wish to modify.



Properties

On the new page that opens, scroll down and choose the new [role](#) for the selected individual.

**4 Role and Availability**

**Role**

Course Builder  Grader  Guest  Instructor  Student  Teaching Assistant

Click on the [Submit](#) button to make the change.



Cancel Submit

**Note:** Refer to page 1 for a description of the different roles individuals can take on in a Blackboard course.