



Modifying User Roles within a Course

Blackboard Basic 7.0

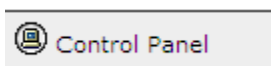
INFORMATION SYSTEMS & SERVICES

MODIFYING USER ROLES

Role

Course Builder Grader Guest Instructor Student Teaching Assistant

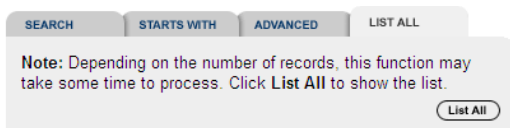
- When a new user is enrolled into a course, the default role is that of a student. Sometimes, it may be necessary to change the role of a user from a student to a role with more flexibility such as a teaching assistant or instructor.
- Select **Control Panel** from the left navigation menu of your course. This will take you to the Control Panel section of your course. If the Control Panel does not appear, you are not an instructor in the particular course.



- Select **List/Modify Users** from the Control Panel.

[List / Modify Users](#)

- There are several options that can be used to select an enrolled student within a course. You can **Search** from among all students enrolled into the course according to last name, user name, or email address. If you are not sure of how the student's last name is spelled, you may use the **Starts With** option. Finally, you can use the **List All** to list all students enrolled into the course.

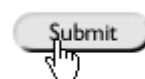


- Once a specific student has been selected for role adjustment, select the **Properties** button to the right of the user's name and information.

Properties

- You will now see properties information concerning this specific student. Scroll towards the bottom of the properties section and select a different role for the user.

- Course Builder:** User is able to add content to the course using the Control Panel. User can not grade assignments or assessments.
 - Grader:** User is able to access all areas under Assessments.
 - Guest:** Disabled at system level.
 - Instructor:** Able to access all areas of course through the Control Panel.
 - Student:** Access course content and assessments as they become available. They are also graded when they complete assessments.
 - Teaching Assistant:** Same as instructor.
- Once you have made the needed role modification, click the **Submit** button.



- Click the **OK** button to close the receipt and return to the Control Panel.

If you have any questions or comments, please contact Instructional Technology at 3807 or instruction@berea.edu