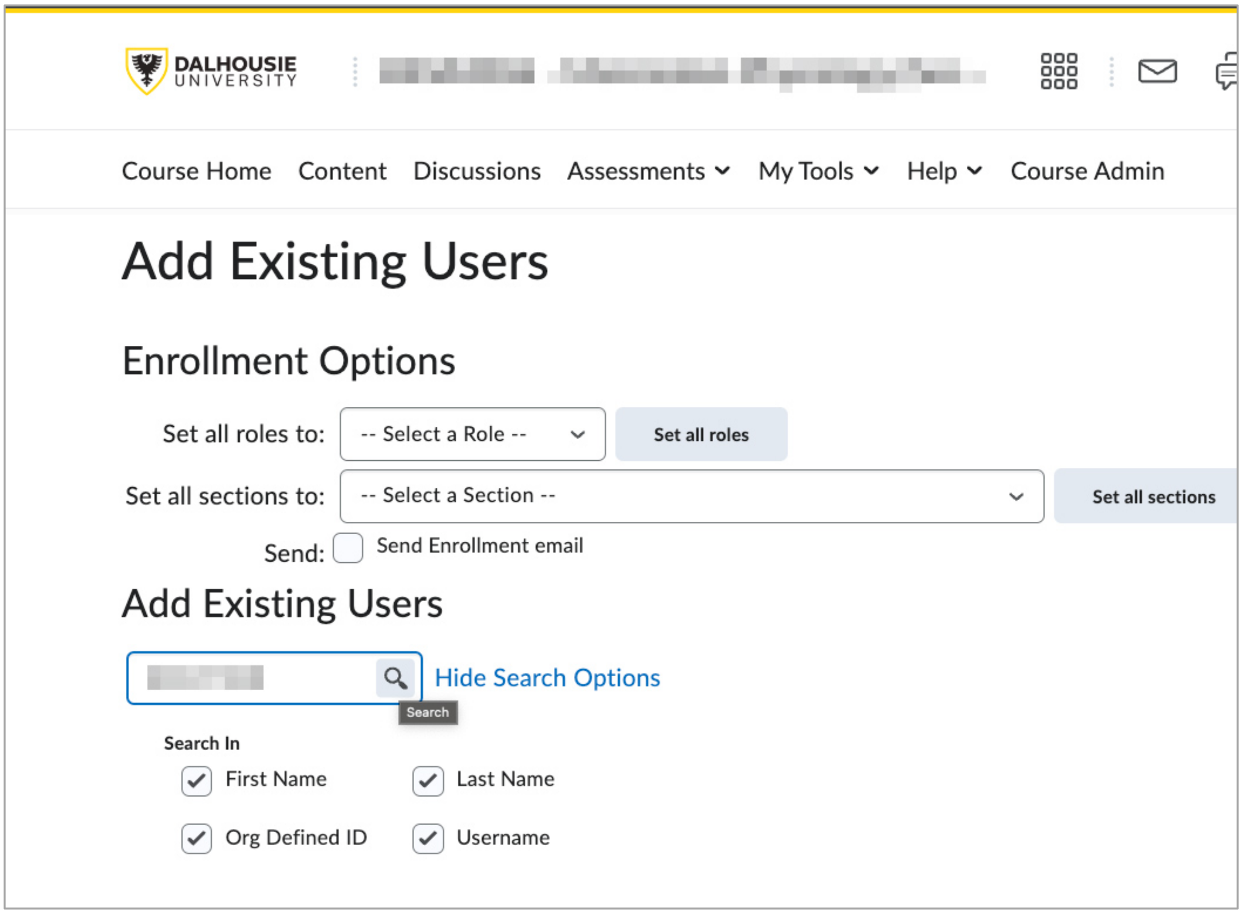
Adding Users to Your Course

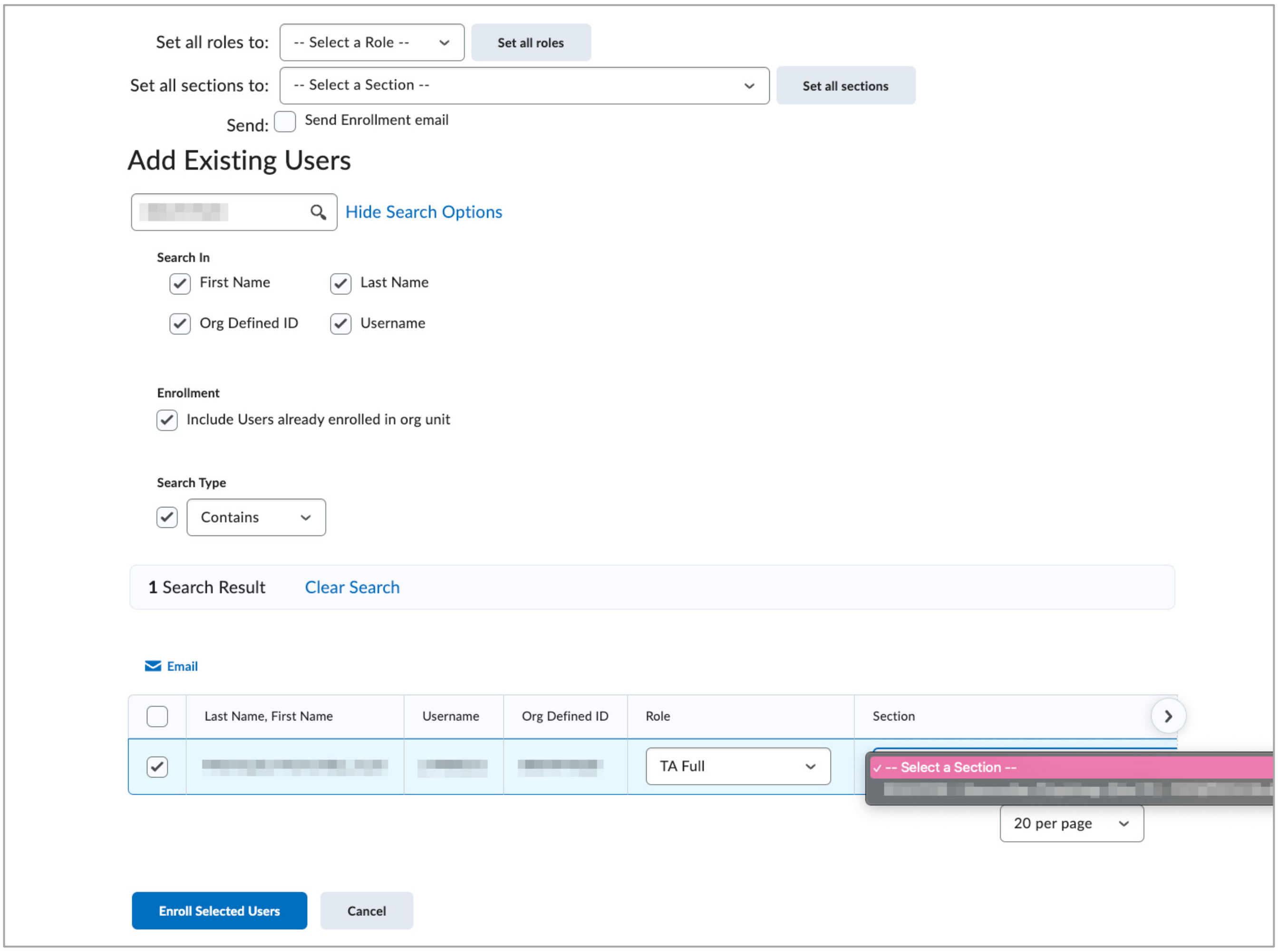
The primary instructor of a course will be enrolled automatically to Brightspace courses as reflected in Banner, but other instructors, lab instructors, and TAs must be added manually. Instructors can add other instructors and TAs to their courses by following these steps:

1. Access the Course in Brightspace where you want to add an Instructor or TA.
2. Go to the **“Classlist”** by clicking **“Course Admin”** in the navigation bar.
3. Click the **“Add Participants”** button and choose **“Add existing users”** from the dropdown menu.
4. Under the heading **“Add Existing Users”**, paste in or type the user’s **NetID** or **B00#**, then click the search icon to locate the user's account.



5. **View the search results and** check the box next to the user's name.
6. **Under the** Role dropdown, select the appropriate role – **“TA Full” or “Instructor”**.
   Note: TA Full is most often preferable to TA Grader. For very limited editing capabilities, TA Grader is more appropriate.

7. Under the “Section” dropdown, select the section (many courses will have just one section).



8. Click **“Enroll Selected Users”** to finalize the process.
9. You should see a confirmation message indicating the user has been successfully added. Select the blue **“Done”** button to exit or the grey **“Add More Participants”** option to add another user.