

# 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.

The screenshot displays the Brightspace interface for adding existing users. At the top, the Dalhousie University logo is visible. The navigation bar includes 'Course Home', 'Content', 'Discussions', 'Assessments', 'My Tools', 'Help', and 'Course Admin'. The main heading is 'Add Existing Users'. Below this, there are 'Enrollment Options' with dropdown menus for 'Set all roles to:' and 'Set all sections to:', each with a corresponding 'Set all' button. A 'Send' checkbox for 'Send Enrollment email' is also present. The 'Add Existing Users' section features a search input field with a search icon and a 'Search' button. Below the search field, there are four checked checkboxes for search criteria: 'First Name', 'Last Name', 'Org Defined ID', and 'Username'. A 'Hide Search Options' link is also visible.

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).

 Send Enrollment email' checkbox. The main heading is 'Add Existing Users'. A search bar contains a redacted name and a magnifying glass icon, with a 'Hide Search Options' link. Under 'Search In', there are four checked checkboxes: 'First Name', 'Last Name', 'Org Defined ID', and 'Username'. Under 'Enrollment', there is one checked checkbox: 'Include Users already enrolled in org unit'. Under 'Search Type', there is one checked checkbox: 'Contains'. Below the search filters, a blue bar indicates '1 Search Result' and a 'Clear Search' link. An 'Email' icon is visible. A table with one row is shown, with columns: 'Last Name, First Name', 'Username', 'Org Defined ID', 'Role' (set to 'TA Full'), and 'Section' (set to '-- Select a Section --'). A dropdown menu is open for the 'Section' column, showing the selected option. At the bottom, there are 'Enroll Selected Users' and 'Cancel' buttons. A '20 per page' dropdown is also visible."/>

Set all roles to: -- Select a Role --

Set all sections to: -- Select a Section --

Send:  Send Enrollment email

### Add Existing Users

[Hide Search Options](#)

**Search In**

First Name  Last Name

Org Defined ID  Username

**Enrollment**

Include Users already enrolled in org unit

**Search Type**

Contains

1 Search Result [Clear Search](#)

**Email**

<input type="checkbox"/>	Last Name, First Name	Username	Org Defined ID	Role	Section
<input checked="" type="checkbox"/>	Redacted Name	Redacted Username	Redacted Org ID	TA Full <input type="button" value="v"/>	-- Select a Section -- <input type="button" value="v"/>

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.