

Blackboard: Add a TA to Your Blackboard Course

TAs (full-course access), Course Builders, and Graders are added to your course via the Course Request System.

1. Go to <https://crs.uh.edu>
2. Enter your **PeopleSoft ID**; click **Continue**.

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Blackboard Faculty Course Request

This form is NOT for student use.
For the protection of faculty privacy, this form is located on a secure server.

- Information on Blackboard workshops - See the Faculty Development and Instructional Support site at <http://etuo.uh.edu/apps/workshops/workshopcalendar.cfm>
- Don't know your PeopleSoft ID? Contact your department business administrator or call 713-743-1411
- Questions? Concerns? Send email to blackboard@uh.edu or call 713-743-1475

Instructor PeopleSoft ID:

©2012 The University of Houston. 4800 Calhoun Road, Houston, Texas 77204 Get Driving Directions 713.743.2255
UH System | State of Texas | Policies | Emergency Site | Feedback

3. Click **ADD TA/Instructor**.

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START OVER **ADD TA/Instructor**

User: Instructor Name

Step 1 Step 2 Step 3 Finish

Step 1 - Select A Course

- Click a course number to begin your request for a course shell. At the next step, you will have an opportunity to add more sections to this shell.
- Courses you have already requested have a status in the right hand column. To make changes to courses already requested, send an email to blackboard@uh.edu or call 713-743-1475 option 1.
- Click [here](#) if you would like to request a course not in the list below.
- Below are the courses listed under your name in PeopleSoft.

| Sm Yr | Course | Sec | Title | Requestor | Instructor | Status |
|-------|--------|-----|-------|-----------|------------|--------|
| | | | | | | |

4. **Select** the course to add your TA; click **Continue**.

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START OVER **ADD TA/Instructor** **LOGOUT**

User: |

TA/Instructor Management

Select the course(s) to add TA/Instructor, then click "Continue".

| Term | Year | Course | Section | Title | Requestor | Instructor | Status |
|-------------------------------------|------|--------|----------|-------|----------------------|------------|---------|
| <input checked="" type="checkbox"/> | Fall | 2014 | PETR2311 | 19843 | Reservoir Petrophysi | Boyer | Created |

- Click **Begin Search**.

- Enter TA's **Name** or **PSID**; click **Search**.

- Select TAs **access level** or "**role**" in course.

** Full TA Access – select 1st 3 “Yes” buttons*

*Course Builder - no Grade Center access
(select 1st button only)*

*Grader - no Content access
(select 2nd and 3rd buttons only)*

- Verify TA name and access level (role); click **Finish** or **Add another TA**

- Confirmation Email.** You **MUST** click on the link provide in this email to confirm your request – your TA will **NOT** be added to the course until **YOUR** confirmation is received.