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.**

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

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

5. Click **Begin Search**.

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

7. 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

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

9. **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.