

Adding a TA to Blackboard Courses

TAs, Course Builders, and Graders are added to your course via the Course Request System.

1. To add a TA/Instructor in Blackboard, log into <http://accessuh.uh.edu> and click on the “**Blackboard Request Access**” icon to access the course request system. Alternatively, you can log into the Course Request System directly, at <https://crs.uh.edu>
2. Enter instructor’s **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	Holley	Created

5. Click **Begin Search**.

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START OVER ADD TA/Instructor LOGOUT

User: Instructor/TA Management

Semester	Ticket ID	Course	Section	Title	Status	Owner PSID
Fall 2014	79131	PETR2311	19843	Reservoir Petrophysics	Created	1017550

Step 2 - Select TA/Instructor. **Begin Search**

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

Search for Instructor/TA

Enter person's name or PeopleSoft ID to search.

Last Name	First Name	PS ID

or

Search

7. Select TA and the **access level** or "**role**" in course.

Search for Instructor/TA

Enter person's name or PeopleSoft ID to search.

Last Name	First Name	PS ID
More	Joe	A

1 record(s) found.

Step 3 - Answer Questions on Role:

Will the person add materials or help design your Blackboard course? * ☒ Yes ☐ No

Will the person assist you in managing the students and grades? * ☒ Yes ☐ No

• If yes, will the person need to download or upload grades? * ☒ Yes ☐ No

Will the person be the primary instructor for this course? ☐ Yes ☒ No

Submit **Cancel**

* **Full TA Access** – First 3 "Yes" choices

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

Grader - no Content access
(select 2nd and 3rd choice)

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

START OVER ADD TA/Instructor LOGOUT

User: Instructor Name

Instructor/TA Management

Semester	Ticket ID	Course	Section	Title	Status	Owner PSID
Fall 2013	67513	PETR2311	20944	Reservoir Petrophysics	Created	1017550

Step 2 - Select TA/Instructor. **Begin Search**

Last Name	First Name	Role	Action
More	Joe	H_TA	add Remove

Add another TA/Instructor **Finish** **Cancel**

9. Confirmation Email: You **MUST** click on the link provided in an email to confirm your request, your TA **will NOT** be added to the course until **your confirmation** is received. Once confirmed the TA will be added within 4-6 hrs.

START OVER ADD TA/Instructor LOGOUT

User: Instructor Name

Instructor/TA Management

Email has been sent for TA Ticket # 56478

- Your request has been submitted.
- An email will be sent to the course instructor for confirmation.