

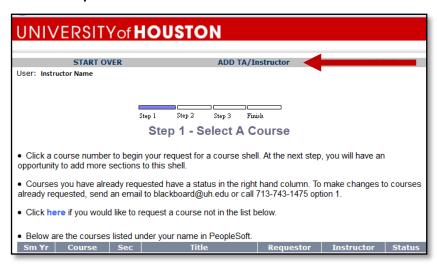
Adding a TA to Blackboard Courses

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

- 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.



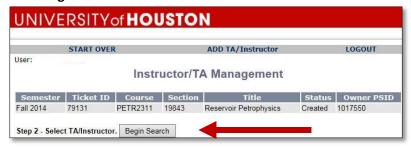
3. Click ADD TA/Instructor.



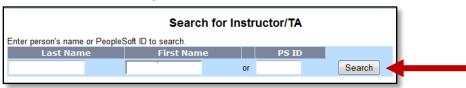
4. **Select** the course to add your TA; click **Continue**.



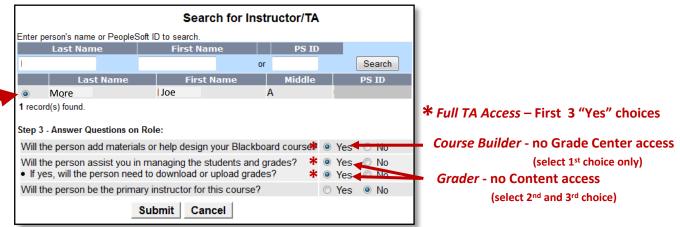
5. Click Begin Search.



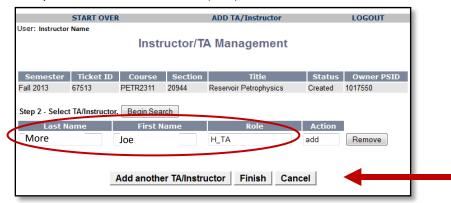
6. Enter TA's Name or PSID; click Search.



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



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



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

