

## 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 TA & Course Requests icon.
2. 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](mailto: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

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

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START OVER ADD TA/Instructor LOGOUT

User: Thomas Holley

**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	Holley	Created

Continue

4. 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

5. 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

6. 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

or

	Last Name	First Name	Middle	PS ID
<input checked="" type="radio"/>	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

\* **Full TA Access** – First 3 “Yes” choices

**Course Builder** - no Grade Center access  
(select 1<sup>st</sup> choice only)

**Grader** - no Content access  
(select 2<sup>nd</sup> and 3<sup>rd</sup> choice)

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

**Instructor/TA Management**

START OVER      ADD TA/Instructor      LOGOUT

User: Instructor Name

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

Step 2 - Select TA/Instructor.

Last Name	First Name	Role	Action
More	Joe	H_TA	add

8. 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.

**Instructor/TA Management**

START OVER      ADD TA/Instructor      LOGOUT

User: Instructor Name

Email has been sent for TA Ticket # 56478

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

If you have any questions, please contact: JC McDonough at 713-743-9972 or [jcmcdonough@uh.edu](mailto:jcmcdonough@uh.edu)