Changing the role of a course member

There are several roles available within a Blackboard course.

The Student role is self-explanatory. Roles suitable for staff members are: Instructor, Course Builder, Teaching Assistant, Marker, External Examiner, Guest and Non-UoR Staff.

You can choose a user’s role when you enrol them on a course:

If you subsequently need to change a user’s role

- Go to Control Panel > Users and Groups > Users.
- Find the user whose role you need to change, and click on the editing arrow which appears when you hover over their username.
The course roles you can select for the user:

- Course Builder
- Marker
- Instructor
- Student
- Teaching Assistant (TA)
- Guest
- External Examiner
- Non-UoR staff

Tick the radio button beside the role you want to give the user and click Submit.

You can use exactly the same process within an organisation.

Roles in organisations are: Participant (equivalent to Student), Leader (equivalent to Instructor), Organisation Builder, Assistant, Marker, External Examiner, Guest and Non-UoR Staff.

Further help

Please see additional guides on Managing Users located on the Support for Staff tab in Blackboard.

Further help can be found on the Blackboard Help site at: http://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/050_Course_Customization/050_Course_Roles

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