Blackboard User Access Roles and Requirements

Blackboard Access Control Process and Form

In response to an audit of the processes we follow to allow access to courses in Blackboard, we have made changes that provide flexibility to departments but also ensure that the necessary controls are in place to safeguard student information.

Please complete the [Blackboard Access Control Form](#) to request to have a user added to Blackboard. You will complete one form per user, and you can add up to 30 courses to 1 form.

NOTE: As noted in the next section, Instructors and Teaching Assistants need to be added using Schedule Builder in Banner by your department scheduler.

Privileged Roles (Grade Center Access)

To request that the following user roles (**Instructor**, **Teaching Assistant**, **Research Assistant or Graduate Assistant with a secondary TA appointment**) be added to a course, contact your Department Scheduler to add them to the course in Banner.

Instructor Role
- All instructors must be assigned to the course in Banner by the department scheduler. If they were not hired to work in the section they are requesting to be added to, they can be added as the IOR in Banner with a 0% compensation.
- FERPA required.

Teaching Assistant (TA) Role
- TAs who are hired with the Teaching Assistant title (an ePaf with a faculty/instructional role) must be assigned to the course in Banner by the department scheduler for all current and future courses.
- TAs will initially go to Blackboard in the role of Instructor but will change to the role of Teaching Assistant overnight.
- FERPA required.

Research Assistant (RA)
- Research Assistants (RAs) cannot be added to a Blackboard course in any role unless they have a secondary appointment with instructional permissions.
- If you would like your RA added to a course in Blackboard, you will have to create a secondary ePaf that designates them as a TA for some percentage of their appointment.
- RAs with instructional permissions must be assigned to the course in Banner by the department scheduler for all current and future courses.
- FERPA required.

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Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

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To request that the following user roles (**Graduate Assistant**, **Facilitator**, **Grader**) be added to a course, complete the [Blackboard Access Control Form](#).

Graduate Assistant (GA) Added as a TA

- Graduate Assistant (GA) grading must be overseen by the instructor of record.
- The GA cannot provide independent instruction; IOR credentialling is required to provide independent instruction.
- The GA does not need to be credentialed to work from assigned materials by the IOR (e.g., working problems/homework in a recitation or course review, holding office hours to help with homework, etc.).
- FERPA required.

Facilitator Role

- Facilitators have the same access as TAs, except students cannot contact/email them through the Blackboard course.
- FERPA required.

Grader Role

- Grading must be overseen by the instructor of record.
- Graders have access to the Grade Center. They do not have access to edit course content.
- FERPA required.

Graduate Student Added to Graduate Course as a Grader

- Only graduate students who have completed coursework and/or have been admitted to candidacy can be added to graduate courses as a Grader.
- FERPA required.

Undergraduate Student Assistant Added to a Course as Grader

- If the undergraduate student has 90 credit hours or better, they can be added to 2000 level or below courses as a Grader.
- Undergraduate Student Assistants **cannot** be added to any graduate course.
- FERPA required.

Non-Privileged Roles (No Grade Center Access)

To request that the following user roles (**Course Builder**, **Supplemental Instructor**, **Learning Assistant**) be added to a course, complete the [Blackboard Access Control Form](#).

Course Builder Role

- The Course Builder role has access to view and edit course content.
- FERPA required.

Supplemental Instructor (SI) Role

- The Supplemental Instructor (SI) role has access to view course content as a student does.
- The SI role is used for Supplemental Instructors and Sign Language Interpreters.
- FERPA required.

Learning Assistant (LA) Role

- The Learning Assistant (LA) role has access to view course content as a student does.
- The LA role is used for those users who are hired as Learning Assistants.
- FERPA required.

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