
How do I add TAs or co-instructors to my Blackboard course?

To add TAs or co-instructors to your Blackboard course:

- **Users must have an active ePaf with a Faculty role.** This means the hiring/credentialing process must be complete before they can be added to the course. If the ePaf is not complete, contact your department business manager or HR rep to check the status of the ePaf.
- **Users must have current FERPA training.** The following link is to the page where users can complete FERPA training: [FERPA Training Information](#). If they cannot access the training, they need to contact Human Resources; the contact information is on the webpage.
- **Instructor of Record (IOR) sends add request to Blackboard Support.** Email your add request to blackboard@ttu.edu. Include the user's eRaider username or R# and the course information for the course(s) you want them added to.