


How to Enroll Teaching Assistants and Section Designers in your BLS Course

Section Instructors have the ability to enroll Teaching Assistant and Section Designer roles for their courses. To do so, enter your  [Grade Book](#) under the Teach tab, and select **Enroll Members**. Choose the desired role(s) for the user, enter their **netid**, click **enroll**. Lastly, click **save** to finalize the enrollment.

User name	Assign roles	
JA1234	<input checked="" type="checkbox"/> Teaching Assistant	Enroll
	<input type="checkbox"/> Section Designer	

Note: This method will only work for individuals already in the BLS user database. If their netid is not found by the system, please contact Faculty Technology Resources at blshelp@albany.edu for further assistance.

Prior to assigning roles, please familiarize yourself with the functionality of each role, and if applicable, how to modify their permissions.


Teaching Assistant Abilities:

- In Course Tools, Teaching Assistants can work with tools that have been added to the course by the designer. Teaching Assistants use these tools to present content.
- In Instructor Tools, Teaching Assistants can work with tools that are available by default: Manage Course, Assessment Manager, Assignment Dropbox, Grade Book, Group Manager, Tracking, and Selective Release. Teaching Assistants use these tools to access additional options for managing the course, managing work submitted by Students, managing grades, and controlling the availability of content.

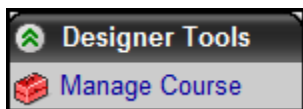
Section Designer Abilities:

- In Course Tools, Section Designers can work with tools they have added to the course. Section Designers use these tools to create content and build a course.
- In Designer Tools, Section Designers can work with tools that are available by default: Manage Course, File Manager, and Selective Release. Section Designers use these tools to access additional options for managing their course, managing files, and controlling the availability of content.
- In File Manager, Section Designers can create and upload files to use in designing a course, as well as view and manage personal files.

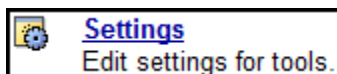
Modifying Teaching Assistant (TA) Permissions:

Teaching Assistant permissions are nearly identical to a Section Instructor's permissions by default. The Section Instructor and TA roles are very similar. However, if you wish, you can customize the TA role and remove some of the tasks. To customize these settings, make sure that you are on the  **Build** tab in your section.

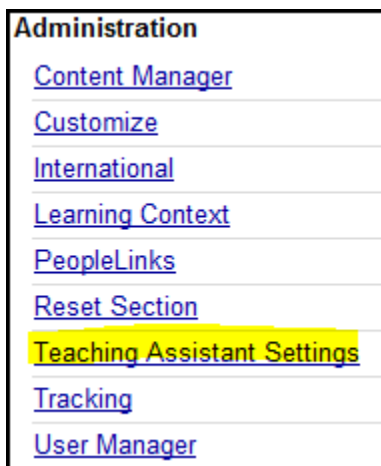
Under **Designer Tools** on the left side navigation bar, choose **Manage Course**.



Click **Settings** under the Administration group.



Choose **Teaching Assistant Settings**.



By default, all of the options are set to True, which gives the TA the same permissions as a Section Instructor. To disable some of the allowances, change the value to False and choose **Save Values** to lock in the settings.

Note: These changes will be carried over if a course's content is copied in the future.