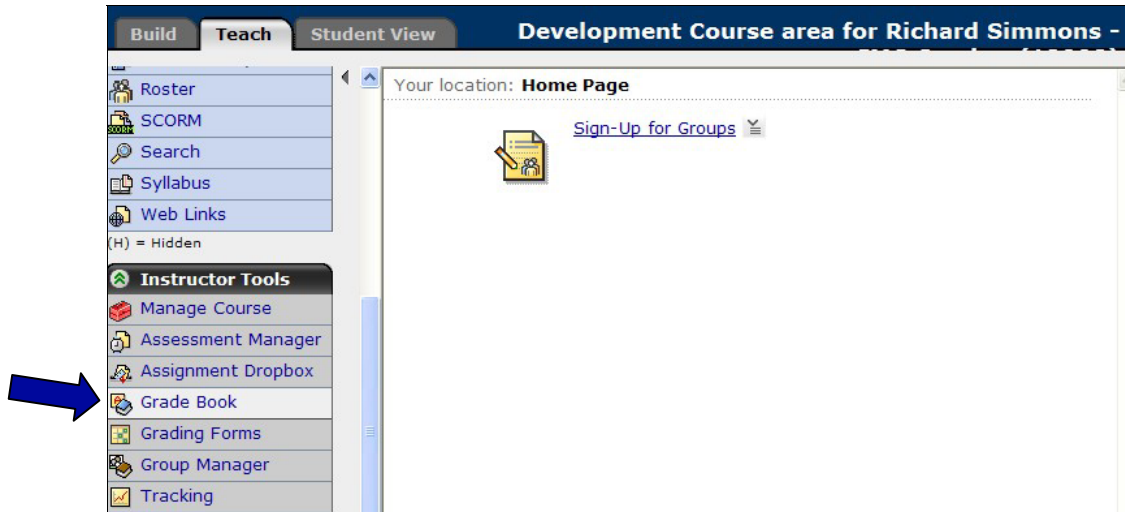
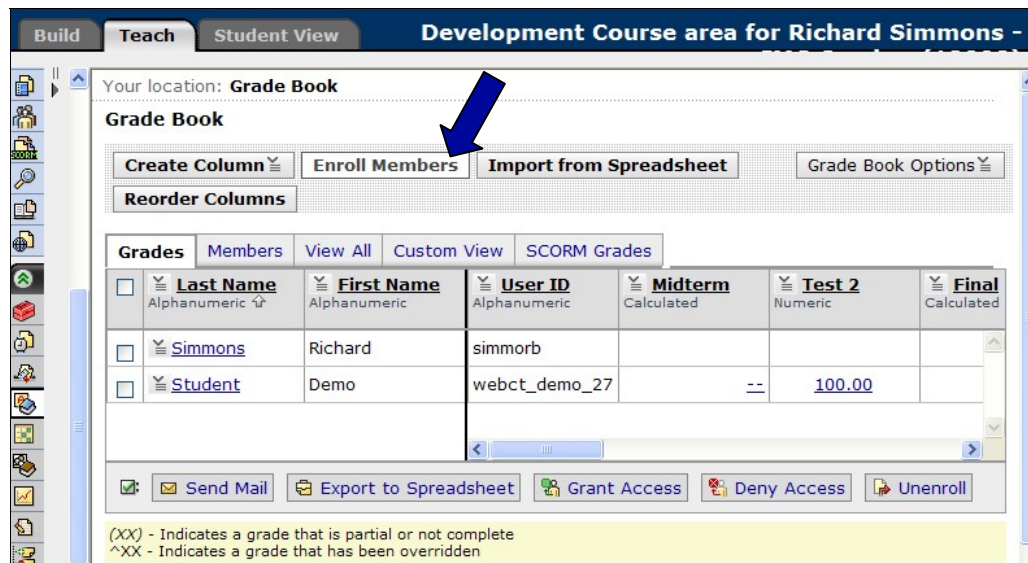


# How to Add a Teaching Assistant or Section Designer

1. From the **Teach** tab, scroll down and select **Grade Book**.

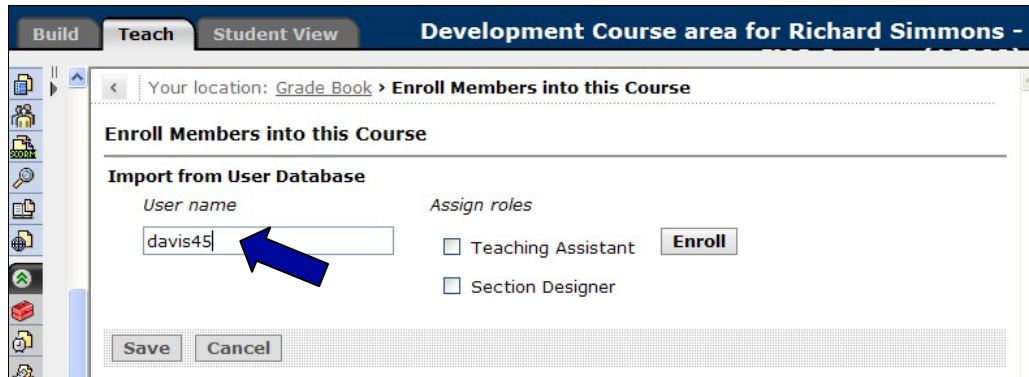


2. Select the **Enroll Members** link.



## How to Add a Teaching Assistant or Section Designer

3. Enter the **User Name** of the person you wish to add.

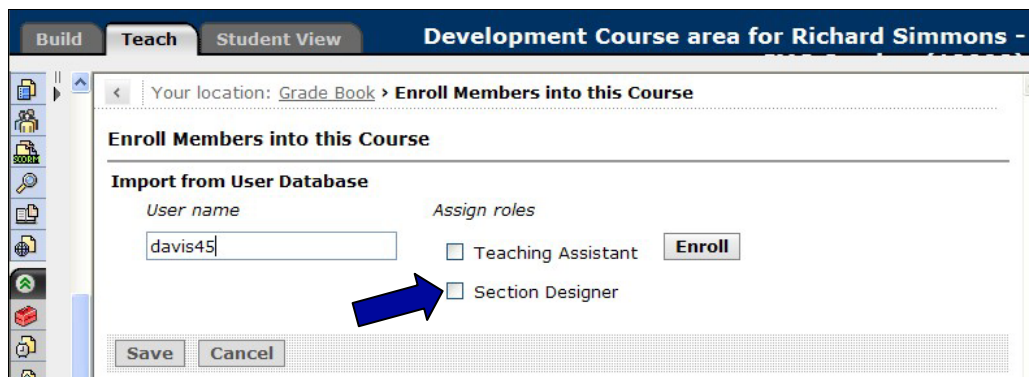


4. Select the desired **role** by clicking the corresponding check box:

**Teaching Assistant** - May grade assessments, assignments, view/edit grades. Centered around *grading* a course.

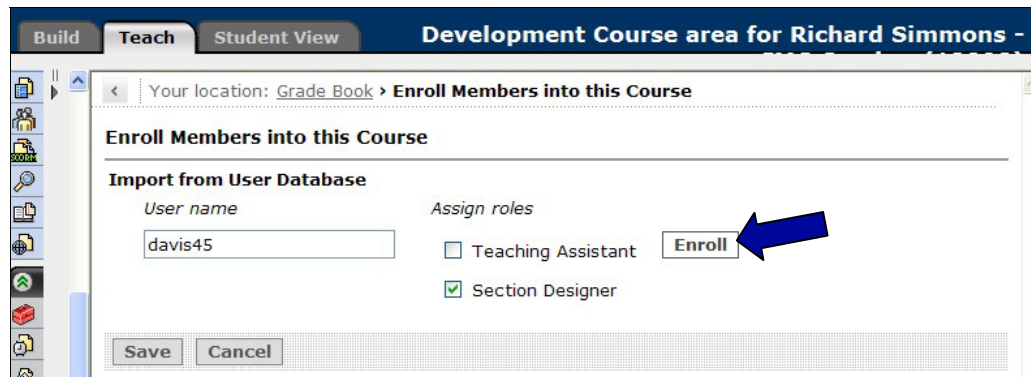
**Section Designer** - May add/edit/delete files and choose tools. Centered around *building* a course. May **not** see grades.

**Note:** If you need to give someone **Section Instructor** access, please contact IMG at 844-5181 or [blackboard@auburn.edu](mailto:blackboard@auburn.edu).

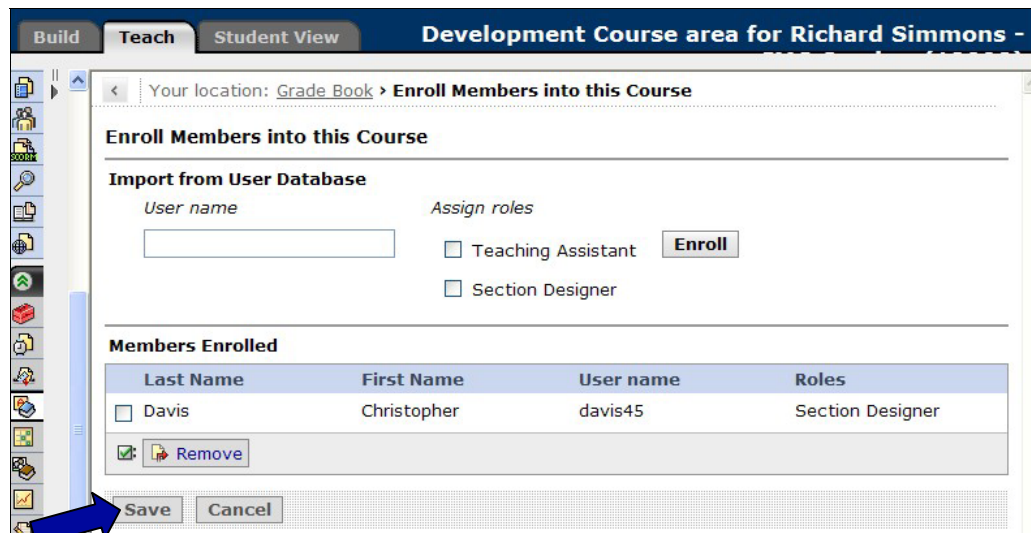


# How to Add a Teaching Assistant or Section Designer

5. Select the **Enroll** link.



6. Click the **Save** button.

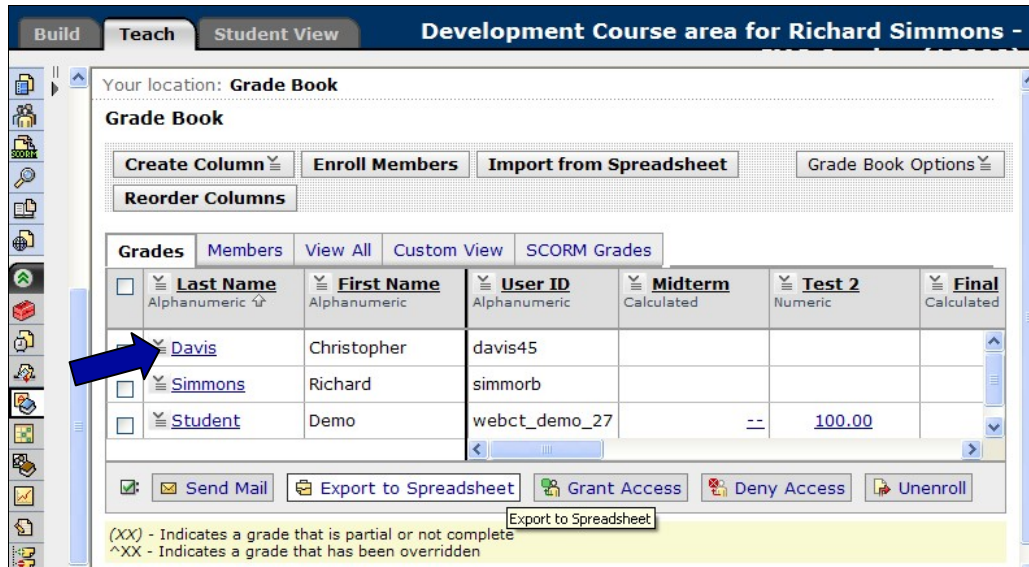


7. Click the **OK** button.



# How to Add a Teaching Assistant or Section Designer

- The new Teaching Assistant or Section Designer will appear in the grade book.



Your location: **Grade Book**

**Grade Book**

Create Column | Enroll Members | Import from Spreadsheet | Grade Book Options

Reorder Columns

Grades | Members | View All | Custom View | SCORM Grades

<input type="checkbox"/>	Last Name Alphanumeric ↑	First Name Alphanumeric	User ID Alphanumeric	Midterm Calculated	Test 2 Numeric	Final Calculated
<input type="checkbox"/>	Davis	Christopher	davis45			
<input type="checkbox"/>	Simmons	Richard	simmorb			
<input type="checkbox"/>	Student	Demo	webct_demo_27	--	100.00	

Send Mail | Export to Spreadsheet | Grant Access | Deny Access | Unenroll

(XX) - Indicates a grade that is partial or not complete  
^XX - Indicates a grade that has been overridden