

Add User(s) with Specific Roles to Bb Course Request Form

At the written request of the instructor on record, the IT Help Desk will give additional Instructors, Teaching Assistants, Course Builders, or Graders access to a Blackboard course. For details on course roles visit this webpage: <https://en-us.help.blackboard.com/Learn>.

To request an "Add User with Specific Role" action – **fill out the form and email it to ITRequests@tamucc.edu**.

1. Your name (instructor of record):
2. Your Island ID:
3. Your A Number:
4. Your phone number:
5. The A number of the person to be added:
6. The Island ID of the person to be added:
7. The role you would like the person to be added as:
8. Identify the course(s) the user need access to: (copy/paste full course designation in the space below):

NOTE: Course designation(s) can be found in:  32963.201409- [FALL-14] SMTE-1350-B01 - FUNDAMENTALS OF MATHEMATICS !

- Blackboard – select, then copy and paste full course ID and name
 - (e.g. 12551.201401 [SP-14] HIST-1301-552 - U.S. HISTORY TO 1865)
 - OR
- S.A.I.L. – select, then copy and paste complete row.

20015	BUSI-0010.W01	SEM	ORIENTATION TO ONLINE LEARNING
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Please, fill out this form and send to ITRequests@tamucc.edu

Please expect up to two business days (8am-5pm) for your request to be completed!

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