TruView - Blackboard Menu

Using tools available on the Faculty tab in TruView, you can request an empty, "non-Banner" course shell, add or remove assistants and co-instructors to any Banner or non-Banner course, as well as merge multiple sections of a Banner course into one super course.

Adding Additional People to Your Blackboard Course

Use this tool to add tutors, teaching assistants, instructional designers, team members, or co-instructors to any Blackboard course – Banner or Non-Banner type.

IMPORTANT NOTE: You *cannot* add grade-earning students to a Banner course using this tool – real students *MUST* be enrolled via automated Banner processes initiated by the registrar. If a real student is not listed in a Banner (academic) course and you feel he or she should be, the student must contact the registrar to resolve the issue. This tool is ONLY for adding non-grade-earning people to your courses (Banner or non-Banner).

1. Login to **TruView** and go to your **Faculty** Tab**.**
2. Click the ***Blackboard Additional Staff Request*** option
3. Select the **term** for the course
4. Choose the **Course ID** to which you wish to add people
5. Fill in the **Banner ID** of the person you are adding to the course
6. Choose a **role** for that person
7. Your request/s is processed overnight and the course will be available to those you added the next morning in their Blackboard

Roles

A variety of roles are available to choose from. Each role provides varying levels of access to sections of your course and is appropriate for a different type of participant.

Course Builder –

> This role is appropriate for a user to manage the course and add/remove content without having access to student grades. A course builder can still access the course if the course is unavailable to students. A course builder cannot delete an instructor from a course.
> Appropriate for an instructional designer or teaching assistant

Grader –

> A grader assists the instructor in the creation, management, delivery, and grading of items, such as tests and discussion board posts. A grader also assists the instructor with managing the Grade

Center. A grader cannot access a course if it is unavailable to students.
Appropriate for a teaching assistant

Guest –

Guests have no access to the Control Panel. Areas within the course are made available to guests, but typically they can only view course materials, but do not have access to tests and assessments, or have permission to post on discussion boards.
Appropriate for some types of reviewers or a colleague

Instructor –

Instructors have access to all areas in the Control Panel. This role is generally given to those developing, teaching, or facilitating the class. Instructors may access a course that is unavailable to students.
Appropriate for a co-instructor or some types of reviewers

Student—

Student is the default course role. Students have no access to the Control Panel.
Appropriate for a tutor, a team-member, a reader, some types of reviewers or a low-level assistant.
Remember, this tool is NOT used to enroll grade-earning students in academic courses.

Teaching Assistant—

The teaching assistant (or TA) role is that of a co-teacher. Teaching assistants are able to administer all areas of a course. A teaching assistant cannot delete an instructor from a course. Teaching assistants have access to all tools and features in the Control Panel. Even if the course is unavailable to students, teaching assistants still have access to the course. Teaching assistants are not listed in the Course Catalog listing for the course.
Appropriate for an instructional designer, a true teaching assistant, a co-instructor or some types of reviewers