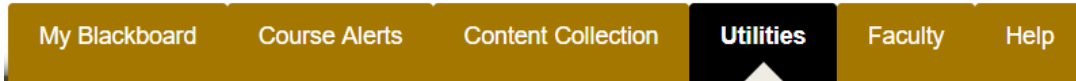


Using Enrollment Manager

- Access **Blackboard** and click **Utilities**



- **Enrollment Manager** will be found on the left column
 - Any user added to the course must be [FERPA](#) certified.

Enrollment Manager

Enroll additional Instructors, Course Builders, Teaching Assistants and Graders to your Blackboard Learn section.

- [Enrollment Manager](#)

All instructors must be FERPA certified. You may review the [Access to Student Education Records](#) policy regarding FERPA.

To take the FERPA certification or to check your status:

1. Go to <https://www.eventreg.purdue.edu/webcert>
2. Log in using your Purdue career account.

- Fill in the specified options as seen below and click submit.

CAMPUS, TERM & YEAR _____

* Select Campus & Term

SELECT COURSES (CTRL-CLICK TO SELECT MULTIPLE) _____

* Courses

Spring-2013-BIOL-21300-04
 Spring-2013-BIOL-21300-01-XLST
 Summer-2013-SCI-10400-01
 Summer-2013-SCI-31500-01-XLST
 Summer-2013-SCI-11400-01-XLST
 Summer-2013-SCI-10500-01
 Fall-2013-SCI-11400-02
 Fall-2013-SCI-11400-01-XLST
 Fall-2013-BIOL-21300-03
 Fall-2013-BIOL-21400-01-XLST

SPECIFY CAREER ACCOUNT USER NAME(S) AND ROLE(S) OF USERS TO MODIFY _____

Modify/Delete Role(s)

USER NAME	FULL NAME	COURSE NAME	ROLE	DELETE?
To modify or delete roles, populate enrollments using Step 2				

Add Role(s)

Career Account User Name Course Role (?) [add another?](#)

Understanding Course Roles in Blackboard

User Roles in Blackboard	Access to Grades?	Access to Learning Materials?	Can post announcements?	Can add Learning Materials?	Can view discussion board?	Can post to the discussion board?	Access to Users and Groups?
Instructor	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Teaching Assistant	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Course Builder	No	Yes	Yes	Yes	Yes	Yes	Yes
Grader	Yes	Yes	No	No	Yes	No	No