



How can I add TAs or other users to my course?

The enrollment of users will vary depending on what type of course it is, and the role you would like that user to have. This guide provides instructions on how to add a variety of users.

[Adding a User to a Credit Bearing Course](#)

How to add a TA

How to add an Auditor

How to add a Guest student

How to add a Colleague

[Adding a User to a non-SIS Course](#) (less common)

How to add a user

Adding a User to a Credit Bearing Course

These instructions are relevant to most courses in Brightspace. A credit-bearing course is one that awards credit and is found in the YES registration system.

How to add a TA

Instructors and Brightspace Support personnel are not able to add TA's. Per [this policy](#), TAs *must* be added to courses by the Office of the University Registrar. **Please contact your departmental administrator**, who can submit the appropriate information to the URO to get your TA added to the course. It is strongly suggested that TAs be added *before* the semester begins.

How to add an Auditor

An **Auditor** is a student who needs to officially register for your course, have full student access, and have evidence that they were in your course. To add an **Auditor**, contact the Office of the University Registrar.

How to add a Guest Student

A **Guest Student** is someone who will be participating informally and requires no evidence on their transcript. Guest students can only be granted access that restricts FERPA-sensitive information. This restriction prevents them from seeing any content that has been contributed by students. To add a **Guest Student**, contact Brightspace Support.



How to add a Colleague

You may wish to add a colleague to your course, so that they may observe unseen. This person would need the role of **Designer**. A Designer has Instructor access to a course, but will not appear on the Classlist. To add a **Designer** to your course, contact Brightspace Support.

Adding a User to a non-SIS Course

Adding a user to a non-SIS course is less common. This applies to Brightspace courses belonging to organizations, programs, cohorts, and other groups. These courses are not associated with Vanderbilt course credits. To learn more about courses not listed in Vanderbilt's SIS, [click here](#).

How to Add a User

If you are listed as Instructor in a non-SIS course, you have the ability to add users yourself. Here are the instructions on adding users:

- 1) Go to the **Classlist** Tab. Click on **Add Participants**, and choose **Add Existing Users**.

The screenshot shows the Brightspace interface for a course. At the top, there is a navigation bar with tabs: Content, Activities & Assessments, **Classlist** (highlighted in yellow), Competencies, Course Admin, Help, Media Gallery, and More. Below the navigation bar, the page title is "Classlist". On the right side of the page, there are icons for Print, Settings, and Help. Below the title, there are several buttons: "Add Participants" (with a dropdown arrow), "Class Engagement", "Enrollment Statistics", and "Email Classlist". The "Add Participants" dropdown menu is open, showing "Add existing users" (highlighted with a blue box and an orange arrow pointing to it), "Apply", and "Create and enroll a new user". Below the dropdown, there is a section titled "Search In" with five checkboxes, all of which are checked: "First Name", "Last Name", "Email", "Org Defined ID", and "Username".



2) Enter a name, VUNet ID, or email address in the search field. Click the search icon.

- Content
- Activities & Assessments
- Classlist
- Competencies
- Course Admin
- Help
- Media Gallery
- More

Add Existing Users

Enrollment Options

Set all roles to:

Send: Send Enrollment email

Add Existing Users

Search In

- First Name
- Last Name
- Email
- Org Defined ID
- Username

3) Locate the correct person, and check the box to the left. Assign the person a role, and click **Enroll Selected Users**. You will be taken to a confirmation page.

Add Existing Users

Search In

- First Name
- Last Name
- Email
- Org Defined ID
- Username

1 Search Result

Email

<input type="checkbox"/>	Name, First Name	Username	Org Defined ID	Email
<input checked="" type="checkbox"/>	BSC11511L012018S, Vandystu1	Vandystu1.BSC11511L012018S		

- Select a Role --
- Super Administrator
- Administrator
- Service Desk
- Super Designer
- Designer
- Academic Access
- Instructor
- Instructor (Non-SIS)
- Instructor (EAD)
- Subject Librarian
- Reserves Librarian
- TA (Instructor)
- TA (Editor)
- TA (Grader)
- Student
- Student (Guest)
- Pseudostudent
- Guest
- Read Only
- D2L Monitor
- User Admin
- Enroll Admin
- Note-taker
- Note-receiver