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Enrolling a Teaching Assistant

The course instructor can manually enroll a Teaching Assistant in the Blackboard course. To do this, the instructor would need to:

1- Open the course on Blackboard
2- On the Control Panel, under Users and Groups, click   Users
3- Click Enroll User
4- In the Username box, enter the TA's username.
5- Under Role, choose Teaching Assistant
6- Click Submit.

Note:
Teaching Assistants in Blackboard have all the functionalities of an instructor in the course. They can add and remove content. They can change grades in the Grade Center. However, they cannot remove an instructor or alter an instructor's role in the course.

Removing (un-enrolling) a Teaching Assistant

If you want to remove a TA from a course and if the TA was enrolled manually, then the instructor can un-enroll him/her, following the steps below:
1- Navigate to the course where you want to remove a TA.
2- Click Users and Groups in the Control Panel.
3- Click Users.
4- If you know the user who you want to change, use the Search boxes to find that user. If you want to see all the users in the course, select Not Blank from the second drop-down list and click Go. This will show all of the users in the course, 25 users at a time.
5- Click the checkbox next to the TA's name. Select multiple checkboxes if you need to remove multiple TAs from a course.
6- Click Remove Users from Course.
7- You will receive a warning message indicating the action is final and cannot be undone. Click OK to confirm.

References

How Can I add/remove a TA:
http://edtech.mst.edu/media/informationtechnology/edtech/documents/blackboard91/Add_Remove_TAs.pdf

Youtube video
https://www.youtube.com/watch?v=9pp22AfBXr0

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