

Adding Additional Instructors

Teachers have the ability to add additional instructors to their Coursesites accounts.

1. Enter your course and click on the heading 'Users and Groups' and then 'Users'

2. At the top, click on 'Invite' and then 'Users'

3. From the next screen, select 'Instructor' for the User Role and provide the email address of the instructor you want to invite to participate in your class.

The screenshot shows the Blackboard 'Users' management page. On the left sidebar, the 'Users and Groups' menu item is circled in red. At the top of the main content area, the 'Invite' dropdown menu is circled in red, showing options for 'Users' and 'Check Invitation Status'. Below the menu, there is a table of users with columns for Username, Last Name, First Name, Email, Role, and Available. One user is listed: hchspace, Pace, Lealon S., scott.pace@harlan.kyschools.us, Instructor, Yes.

The screenshot shows the 'Invite Users to Join this Course' form. At the top, there are 'Cancel' and 'Submit' buttons. Below them is a section for 'SELECT ROLE' with a dropdown menu set to 'Instructor', which is circled in red. The next section is 'EMAIL INFORMATION' with a note: 'Enter one or more instructor email address below. Separate multiple email addresses with a comma.(e.g. user1@school.edu,user2@school.edu)'. The 'To' field is empty and circled in red. The 'From' field is filled with 'scott.pace@harlan.kyschools.us'. The 'Subject' field is empty. Below the form is a 'Message' section with a rich text editor containing the text: 'Hello, I would like to invite you to participate as a Instructor in my course **Web Design and Adv. Multimedia** which I'll be teaching using [CourseSites by Blackboard](#). I've provided a brief description below for more information.'