Adding an Additional Instructor

**Log into the desired Blackboard course to add the instructor** 1. Under Control Panel, Select Users and Groups.

2. Select Users from the menu.

3. Select Find Users to Enroll.
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4. Enter in the Username or select the **Browse...** button.

5. Change the Role to **Instructor**

6. Select **Submit**.

7. If there are additional instructors to enroll, repeat steps 1--6.

👏 Having trouble following the instructions in this PDF? Contact the IT Service Center via **Live Chat** or by phone at 859-572-6911.