



## Course Access for Non-Support Staff

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### Policy

Course access is given to the instructor of record as listed in Colleague through the automated snapshot process. If there is not an instructor of record listed, then access to a course shell will be given through written request of a department chair.

Individuals other than ISS support staff needing access to course shells will be directed to the instructor of record who may enroll others in their course. The instructor of record is responsible for enrolling other instructors, TA's, etc. in their course.

If it is necessary for a non-support staff to have access and the instructor of record is no longer employed by the university, then a written notification must be sent to the primary Blackboard System Administrator from department chair.

### Procedure

To enroll a user in your course:

<http://twu-iss-bbtips.blogspot.com/2009/11/tip-54-addremove-users-to-instructor.html>



**Helpdesk**  
940-898-3971  
[helpdesk@twu.edu](mailto:helpdesk@twu.edu)  
<http://www.twu.edu/help-desk>

**Blackboard Support**  
940-898-3706  
[blackboard@twu.edu](mailto:blackboard@twu.edu)  
<http://www.twu.edu/blackboard>

