Enroll/Add A User To A RamCT Blackboard Course
December 2012

Instructors can manually enroll a person into one of five roles in their RamCT Blackboard course, using the person’s CSU eID (e.g. jsmith). If you are an instructor, **DO NOT change your course role** in RamCT Blackboard. Instead, use your Test Student account to login to your course as a student.

(e.g. If you change your role from instructor to student, you would not be able to change your role back to instructor. You would then need to work with your college RamCT Coordinator or the central RamCT support staff to put you back into your course as an instructor).

**RamCT Blackboard Roles (5)**:

1. **Instructor**
   An instructor in RamCT Blackboard can build/edit content, interact with students and grade their work, enroll others, copy content forward into another course and export a copy of their course.

   It should be very rare that you would add someone as an Instructor to a course. To comply with state laws and provide accurate reporting, all CSU teaching assignments must be entered in the ARIES student information system by the department scheduler. Once a RamCT Blackboard course is requested, instructor enrollments are automatically sent to RamCT Blackboard from ARIES. Instructors should only add another instructor as a support role; all persons responsible for teaching must be entered into ARIES.

2. **Assistant Instructor**
   A RamCT Blackboard Assistant Instructor can do everything an instructor can do EXCEPT enroll other users into the course. They can add content, help design the course and help grade the course. Assistant instructors can now copy course content to another course and export a copy of the course.

3. **Designer (Similar to RamCT Section Designer role)**
   A course Designer can build/edit content for the course. They can create tests, assignments, discussion forums, wikis, etc. They cannot interact with the students, nor do they have access to the Grade Center or other grading tools.

4. **Teaching Assistant (Similar to RamCT Teaching Assistant role)**
   The Teaching Assistant role has full access to the Grade Center and can assign student grades to any gradable tools. (Discussions, Wikis, Assignments, etc.). They can create and monitor Early Warning System rules and Grading Rubrics. They can send email and/or messages to students in the course. They do not have access to the Files area or other content building tools.
5. Student

Please DO NOT add someone as a student to your RamCT Blackboard course unless:
- they are finishing an incomplete or
- you would like someone to be able to preview your course content.
(This is similar to the Auditor role in the Old RamCT).

Any student who wishes to enroll in a course should use the CSU registration system. This will automatically enter their enrollment into RamCT Blackboard courses. And will keep the registration system enrollments and RamCT Blackboard in sync.

A student is a participant in a course. They can view content, take tests, submit assignments, participate in discussions, wikis, etc. A student who wants to take the course for a grade MUST be admitted to CSU and register for the course through the ARIES student information system. Student enrollments are automatically sent to RamCT Blackboard from ARIES. 
Note: There is no Auditor role in RamCT Blackboard.

Enroll/Add A User To A RamCT Blackboard Course

a. Under Course Management | Control Panel click Users and Groups.

b. Click Users.

c. Under Enroll User select Find Users to Enroll.

d. In the Username box type the person’s eID. (e.g. jsmith, pjones, etc.)

e. Select the role you would like this person to have in your course.

f. Click Submit.

The person will now be enrolled in your RamCT Blackboard course with the role you assigned.
RamCT Blackboard Help / Support

RamCT Blackboard Help Web Site
http://help.ramct.colostate.edu

Blackboard’s On Demand Learning Center
http://ondemand.blackboard.com/

College RamCT Coordinators
http://help.ramct.colostate.edu/ramctsupport_faculty.aspx

Central RamCT Support
ramctsupport@colostate.edu