

## 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 this, a table lists users. One user is listed: 'hchspace' (Last Name), 'Pace' (First Name), 'Lealon S.' (Last Name), 'scott.pace@harlan.kyschools.us' (Email), 'Instructor' (Role), and 'Yes' (Available). The table has columns for Username, Last Name, First Name, Email, Role, and Available. There are also buttons for 'Remove Users from Course' and 'Refresh'.

The screenshot shows the 'Invite Users to Join this Course' form. At the top right, there are 'Cancel' and 'Submit' buttons. Below the header, there is a section for 'SELECT ROLE' with a dropdown menu set to 'Instructor', which is circled in red. Below that is the 'EMAIL INFORMATION' section. 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 fields is a 'Message' section with a rich text editor. The message content is: '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.'