Login using your network account (e.g., jdoe@astate.edu) and your password.
Choose the term for which you are adding an instructor to your Blackboard course by clicking on it.
The drop down box lists all courses for which you are instructor of record in the Banner system. Drop down to the course for which you wish to add an instructor.
If your “guest” instructor is an ASU employee you need only enter their ASU email address and click on add.
If the “guest” instructor is not an ASU employee, enter their email address, a password (which you must provide to them) and their first and last names in the spaces provided.
The “guest” instructors may be disabled or re-enabled by clicking on the appropriate button.