Adding a Guest "Student" for Teaching Observations in Blackboard

The follow are the instructions for adding the observer to your Blackboard course to conduct teaching observations for your online courses. Please review the [Teaching Observation Guidance](#) document for more details about online course observations and the parameters laid out in the PSC-CUNY contract.
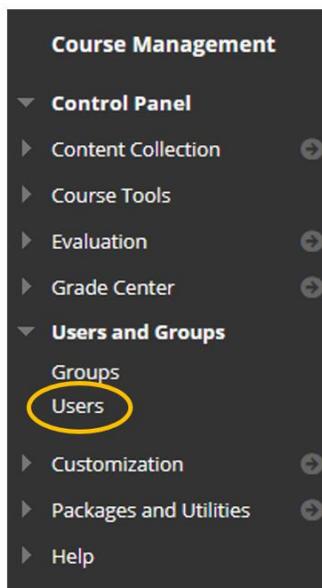
Step 1
Login to Blackboard.

Step 2
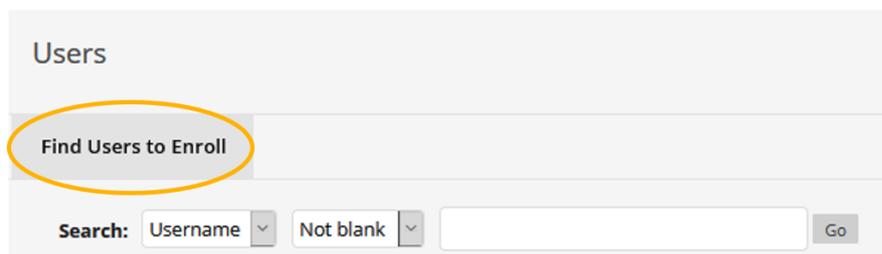Go to the course to which you wish to add the observer.

Step 3
Go to the **Control Panel** and press the **User and Groups** submenu. Choose the **Users** option.

Step 4
Click the **Find Users to Enroll** button.

Step 5

1. Enter the observer's Employee ID (the 8-digit number) in the **Username** field.
2. Select the "Student" **Role** from the dropdown list.
3. Press **Submit**.

You're Done! The observer will appear in your Blackboard roster and can access your course as a student.

Note: Make sure to use the "Student" role so the observer has the correct access to view the course in the same way as the students enrolled and to be in compliance with the PSC-CUNY contract provisions.
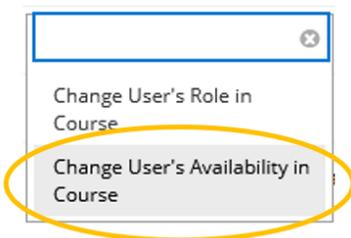
After the Observation Period...

You may remove the observer's ability to access the course after the observation period by changing their availability via the user list.

1. Click on the 'options' icon that appears next to the observers Employee ID on the user list.

2. Click on **Change User's Availability in Course** on the little menu that appears.

3. Change their availability from Yes to **No**. Then **Submit**.