As a Domain Administrator, How do I observe a course?

As a department head or division administrator, you may need to occasionally review an online course. You might need to check the course content, check discussion board postings, or check test or assignment grades.

To observe a course in Blackboard you will need to temporarily enroll as an instructor. To temporarily enroll in a course, follow these steps:

1. Log in to Blackboard.

2. Click the System Admin tab (last one on right)

3. Click Courses in the Courses Module
4. Search for the course you want to observe.

5. Find the course in the resulting search and click the Course Id to enter the course.
6. To view most areas of a course, you will need to enroll as an instructor. To quickly enroll as an instructor, click the **Quick Enroll** button below the Control Panel.

![Quick Enroll Button]

Once enrolled as an instructor, you will have access to every part of the course just as the instructor does.

**WARNING**

When enrolled as an instructor, you will have the ability to edit anything in the course, including grades.

7. Click OK to confirm that you will have the role of Instructor while you are enrolled in the course.

![Confirmation Dialog]

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8. Once you’ve completed your observation, click the **Quick Unenroll** button at the bottom of the Control Panel.

9. Click OK to confirm that you are unenrolling as an instructor from the course. What is this “user data” that will be lost? This is any grades or test records that might have been created as you took a test or completed an assignment while you were enrolled as an instructor. This is NOT any student data or course content that you may have edited or uploaded while enrolled as instructor.