How to add a Master Course Member
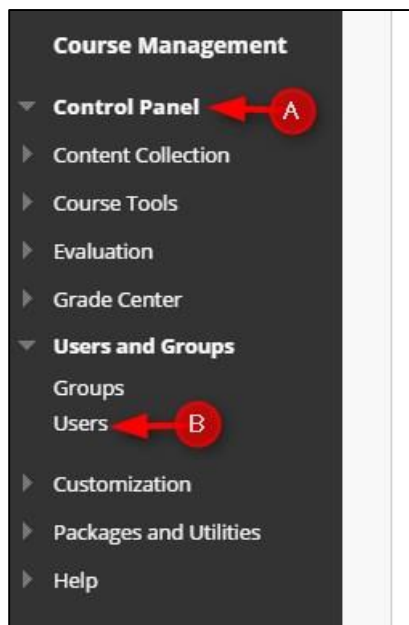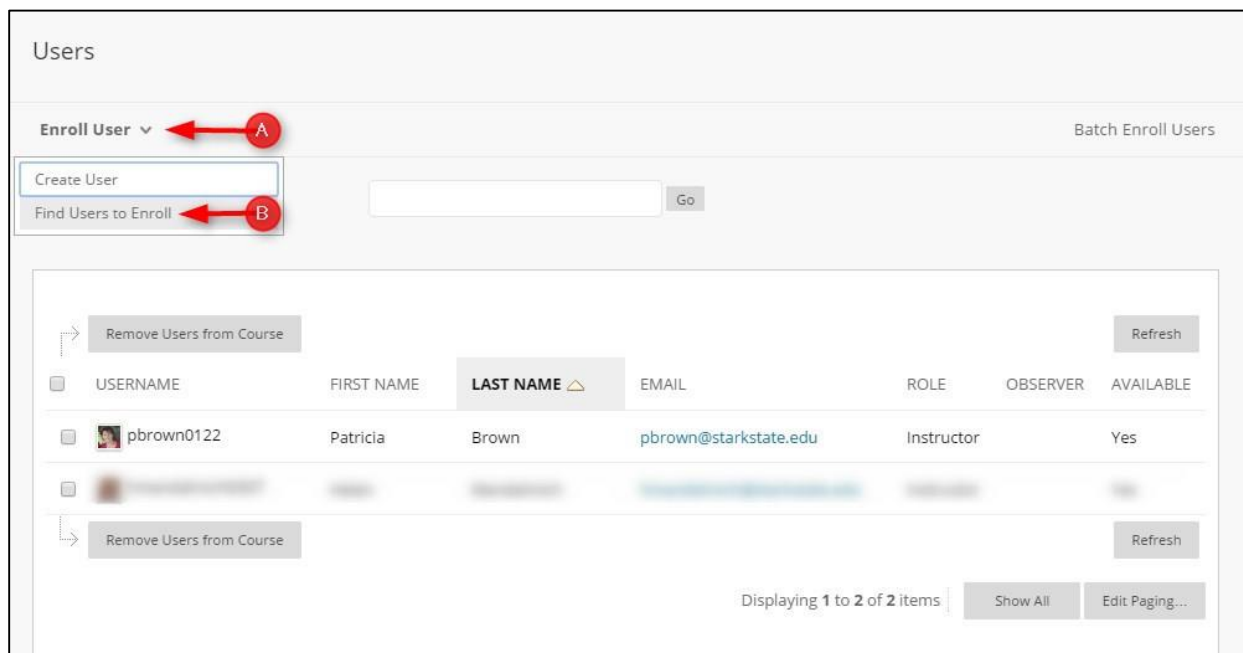
You can add a faculty member to a master course so they can copy it to their semester course. You MUST add them with the course role of Master Course Member.

Directions for adding a Master Course Member:

1. Go into the Master Course.

2. Click **Control Panel and Users**

3. Click **Enroll User** and **Find Users to Enroll**.

4. Click **Browse…** to find the User.

5. **Type the username**, click **Go**, **click the radio button next to the user**, and then click **Submit**.

6. Click down **arrow** by **Role** and select **Master Course Member** and **Submit**

Double check that the user you added has the role of <mark>Master Course Member</mark>. With this role, the user CANNOT edit, add, or change any content in the course. The only function they have is the ability to Copy a course to their current course.