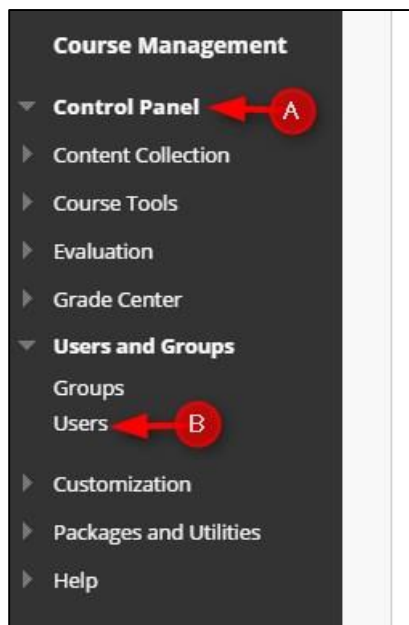


How to add a Master Course Member

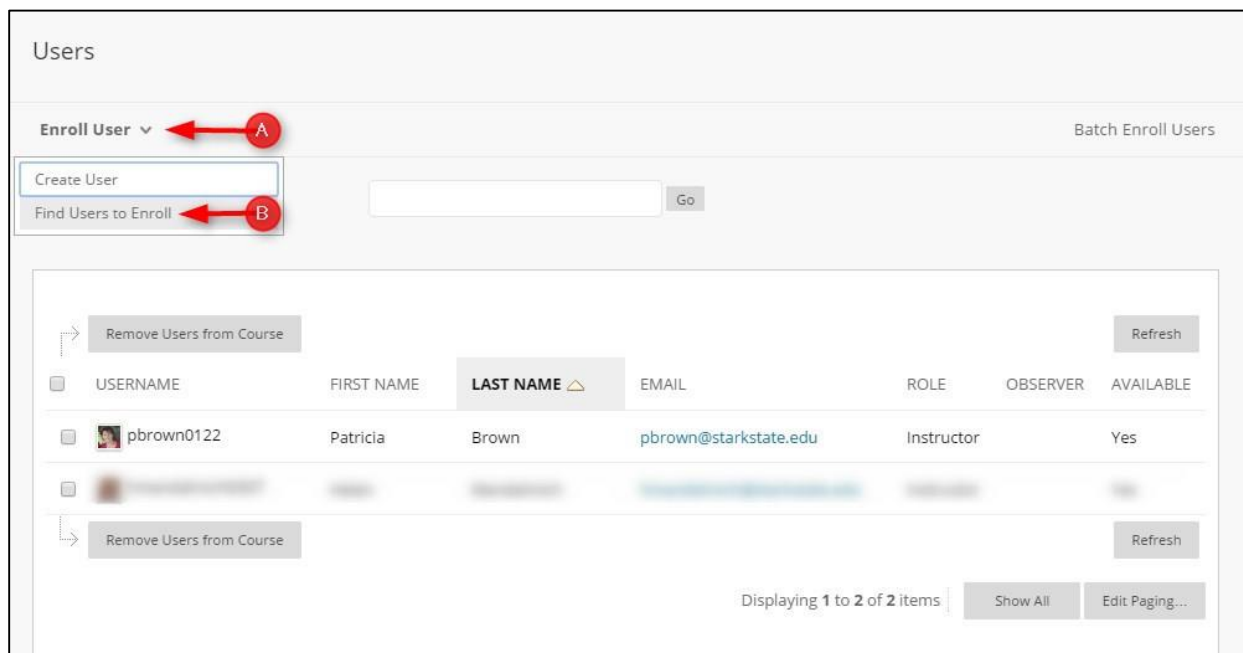
You can add a faculty member to a master course so they can copy it to their semester course. You **MUST** add them with the course role of Master Course Member.

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.

* Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username

Role

Enrollment Availability ☒ Yes ☐ No

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

Users

Search Options:

<input type="checkbox"/>	STATUS	FIRST NAME	LAST NAME	USERNAME	EMAIL
<input checked="" type="checkbox"/>		Jessica	Aubley	jaubley0117	jaubley@starkstate.edu

Displaying 1 to 1 of 1 items

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

★ Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

★ Username


Role

Student ▼

Student
Instructor
Course Builder
Guest
Master Course Member
Supporting Teacher

Enrollment Availability




Click **Submit** to proceed. Click **Cancel** to go back.



Double check that the user you added has the role of **Master Course Member**. 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.

Remove Users from Course

Refresh

	USERNAME	FIRST NAME	LAST NAME ▲	EMAIL	ROLE	OBSERVER	AVAILABLE
<input type="checkbox"/>	 jaubley0117	Jessica	Aubley	jaubley@starkstate.edu	Master Course Member		Yes
<input type="checkbox"/>	 pbrown0122	Patricia	Brown	pbrown@starkstate.edu	Instructor		Yes
<input type="checkbox"/>							

Remove Users from Course

Refresh

Displaying 1 to 3 of 3 items

Show All

Edit Paging...