

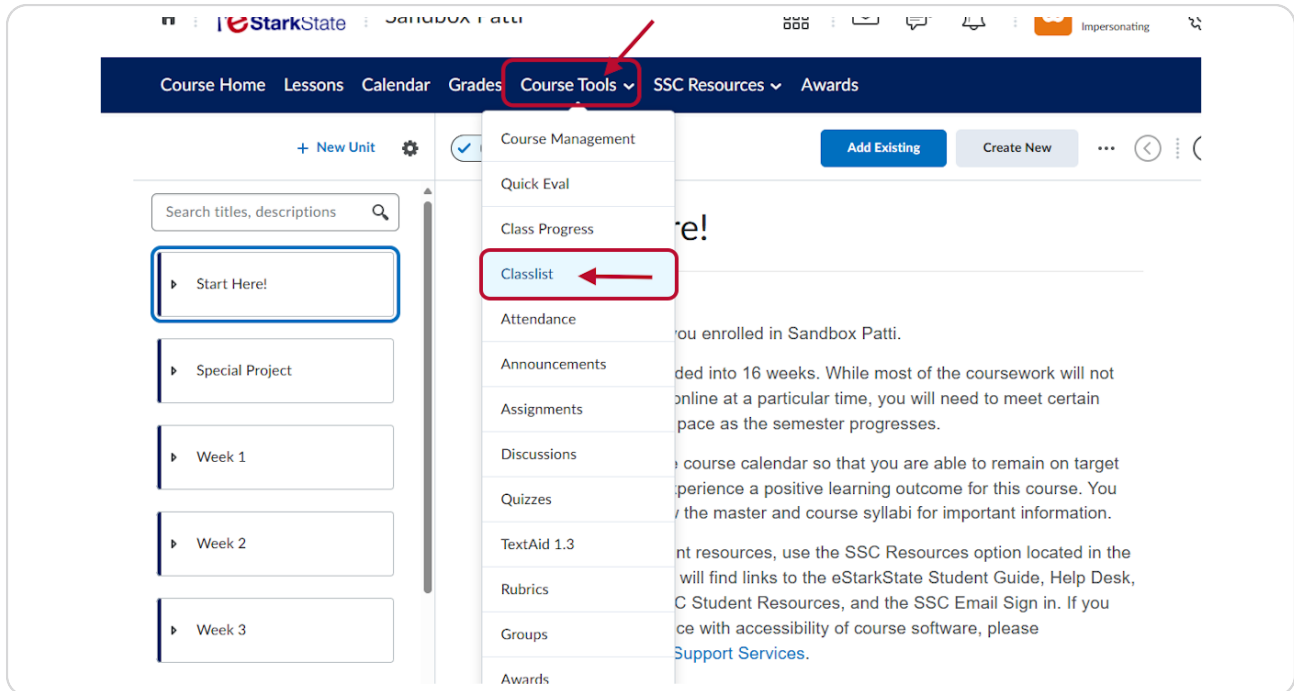
Change User Role in Master Course

6 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Patti Brown	Aug 14, 2025	Aug 14, 2025

STEP 1

Click on Course Tools and then Classlist



STEP 2

Select the person you want to change their role. In this example, we will change the role from Faculty to Master Course Member. NOTE: Master Course members do not have any editing rights in a master course, but they can copy the course to their semester course.

The screenshot shows the StarkState Classlist interface. At the top, there's a navigation bar with 'Course Home', 'Lessons', 'Calendar', 'Grades', 'Course Tools', 'SSC Resources', and 'Awards'. Below this, the 'Classlist' title is displayed. On the left, there are buttons for 'Add Participants', 'Enrollment Statistics', and 'Email Classlist'. A 'View By:' dropdown is set to 'User', and a search bar is present. Below the search bar, there are icons for 'Email', 'Print', 'Enrollment', and 'Unenroll'. The main part of the interface is a table with the following columns: 'Image', 'Name', 'Username', 'Email', 'Role', and 'Last Accessed'. The table contains six rows of participant data. The third row, 'Instructor, D2L Demo', is highlighted in blue, and its selection checkbox is checked. The other rows are 'O3, Instructor', 'Abram, Derrick', 'Instructor1, Test', and 'Learner, Anne-Sophie'.

	Image	Name	Username	Email	Role	Last Accessed
<input type="checkbox"/>		O3, Instructor	instructor03	jessicaubley@yahoo.com	Supporting Teacher	
<input type="checkbox"/>		Abram, Derrick	derrick.d2l		Student	Dec 20, 2024 3:14 PM
<input checked="" type="checkbox"/>		Instructor, D2L Demo	Demo.Instructor	demo.instructor@d2l.com	Faculty	
<input type="checkbox"/>		Instructor1, Test	test_instructor1	ti_1@starkstate.edu	Training Faculty	
<input type="checkbox"/>		Learner, Anne-Sophie	Anne-Sophie.Learner1		Student	



STEP 3

Click on Enrollment

View By: User ▼ Apply

🔍 [Show Search Options](#)

✉ Email 🖨 Print **📋 Enrollment** 👤 Unenroll

<input type="checkbox"/>	Image	Name ▲
<input type="checkbox"/>		03, Instructor ▼
<input type="checkbox"/>		

STEP 4

Click the Select a New Role to open the drop down menu

	Current Role	New Role
	Faculty	<div>--Select a New Role-- ▼</div>

STEP 5

Select Master Course Member

Change Enrollments

Change Enrollment Settings

Set all roles to: -- Select a Role -- Set all roles


Name ▲	Username	Current Role	New Role
Instructor, D2L.Demo	Demo.Instructor	Master Course Member	--Select a New Role-- ▼

Save Cancel

- Select a New Role--
- Unenroll --
- Faculty
- Teaching Assistant
- Training Faculty
- Master Course Member**
- Student

STEP 6

Click on Save

 Sandbox Patti

Course Home Lessons Calendar Grades Course Tools ▾ SSC Resources ▾ Awards

Change Enrollments

Change Enrollment Settings

Set all roles to: -- Select a Role -- Set all roles

Name ▲	Username	Current Role	New Role
Instructor, D2L.Demo	Demo.Instructor	Faculty	Master Course Member ▼

Save Cancel

