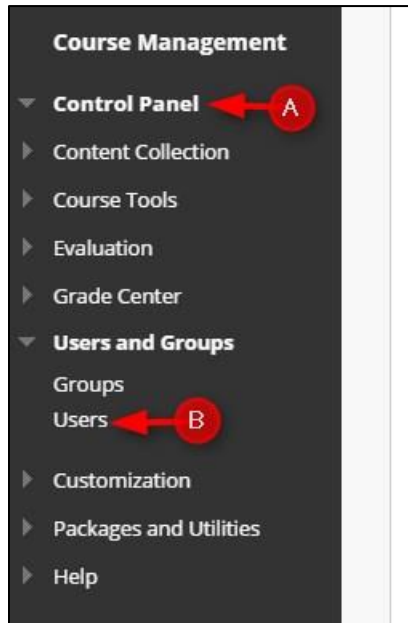


How to add a Master Course Member

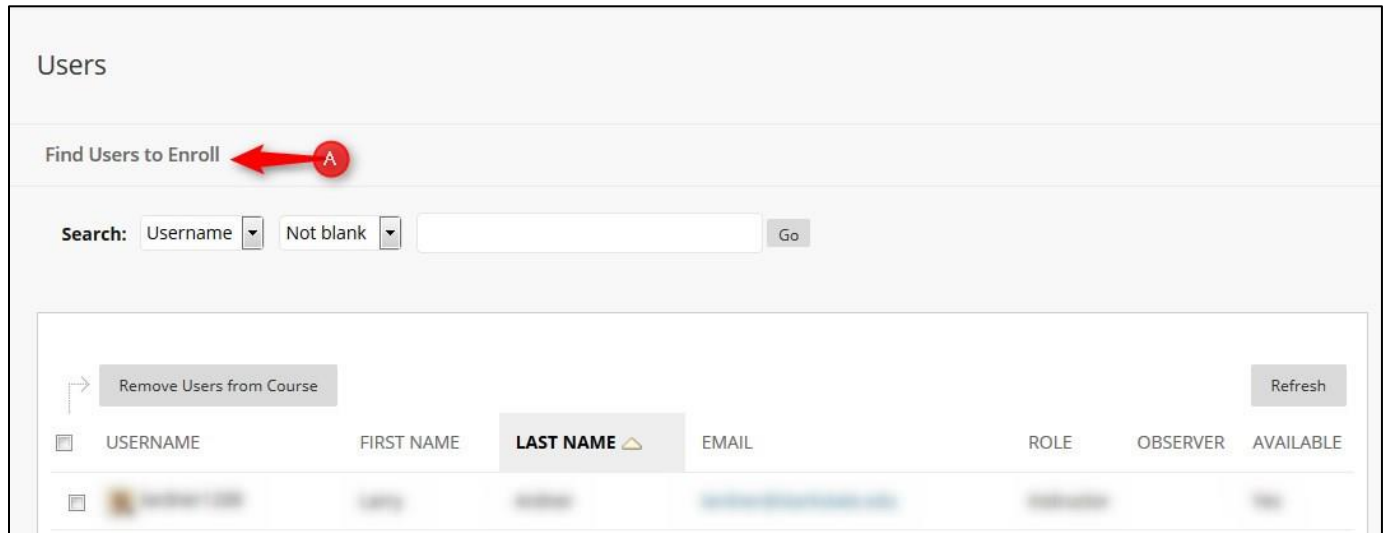
You can add a faculty member to a master course so they can copy it to their semester course. You MUST add them with the course role of Master Course Member.

Directions for adding a Master Course Member:

1. Go into the Master Course.
2. Click **Control Panel and Users**



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



4. Click **Browse**. **NOTE: Do not type in the Username field. Always use Browse.**

The screenshot shows the 'ENROLL USERS' form. At the top, it says 'Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.' Below this, there is a 'Username' field with a red box around it containing the text 'DO NOT TYPE IN THE FIELD'. To the right of the field is a 'Browse...' button, which is pointed to by a red arrow. Below the 'Browse...' button is another red arrow pointing to the text 'Always use Browse'. The 'Role' dropdown is set to 'Student'. The 'Enrollment Availability' section has 'Yes' selected. At the bottom, it says 'Click **Submit** to proceed.'

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

The screenshot shows the 'Users' search results page. At the top, there is a search bar with 'Username' selected, 'Contains' as the operator, and 'aubley' entered in the search field. A red arrow labeled 'A' points to the search field. To the right of the search field is a 'Go' button, pointed to by a red arrow labeled 'B'. Below the search bar, there is a table with columns: STATUS, FIRST NAME, LAST NAME, USERNAME, and EMAIL. The table contains one row with the following data: [checkbox], Jessica, Aubley, jaubley0117, jaubley@starkstate.edu. A red arrow labeled 'C' points to the checkbox in the first column. Below the table, it says 'Displaying 1 to 1 of 1 items'. To the right of this text are buttons for 'Show All' and 'Edit Paging...'. At the bottom right, there are 'Cancel' and 'Submit' buttons. A red arrow labeled 'D' points to the 'Submit' button.

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 A

- Student
- Student
- Instructor
- Course Builder
- Guest
- Master Course Member B
- Supporting Teacher

Enrollment Availability

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

C

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

<input type="checkbox"/>	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

Remove Users from Course Refresh

Displaying 1 to 3 of 3 items