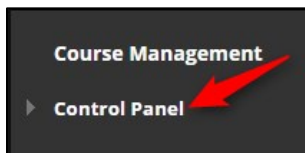


How to Add a Supporting Teacher – College Credit Plus

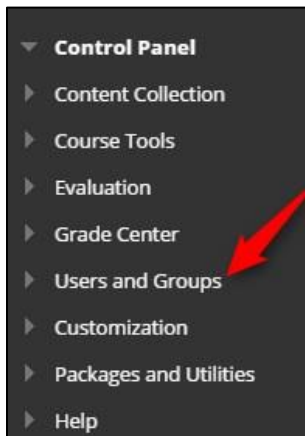
If you are teaching College Credit Plus **you** are responsible for adding your supporting teachers.

Directions:

1. Go into your course.
2. Click on the **Control Panel**



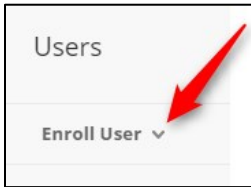
3. Click on **Users and Groups**



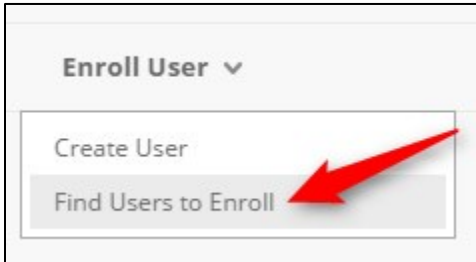
4. Click on **Users**



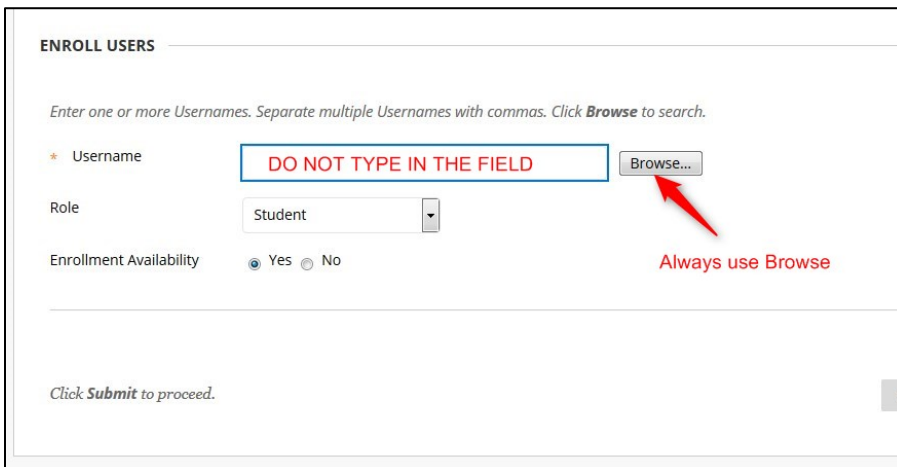
5. Click on **Enroll User**



6. Click on **Find Users to Enroll**



7. Click on **Browse**



8. Change Search to **Last Name**, enter the Supporting Teacher's Last Name and click on **Go**



9. Click on the **box** by the correct person and click on **submit**

<input type="checkbox"/>	STATUS	FIRST NAME	LAST NAME	USERNAME	EMAIL
<input checked="" type="checkbox"/>		Patti	Brown	pbrown0122	pbrown@starkstate.edu
<input type="checkbox"/>		Patti	Brown_PreviewUser	pbrown0122_previewuser	pbrown@starkstate.edu

Displaying 1 to 2 of 2 items | Show All | Edit

Cancel Submit

10. Change the Role to **Supporting Teacher**

ENROLL USERS

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

* Username

Role

Enrollment Availability

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

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

Cancel Submit

11. Click on **Submit**

Cancel Submit