TOPIC: Allowing the other instructors in your rotation access to your section at WTOnline for HUMA 1315

In previous semesters, we have not been able to see rosters (except 12th class day roster) after the students rotate out of the first section. This new system will allow that, but you must set up the user's access. For me, Mandy and Anne are now in my day course. I'm going to add Bob Caruthers (and Christi Campbell when her name gets put into the system) to my section 10 class and I'm going to let you watch. Here's how you do it.
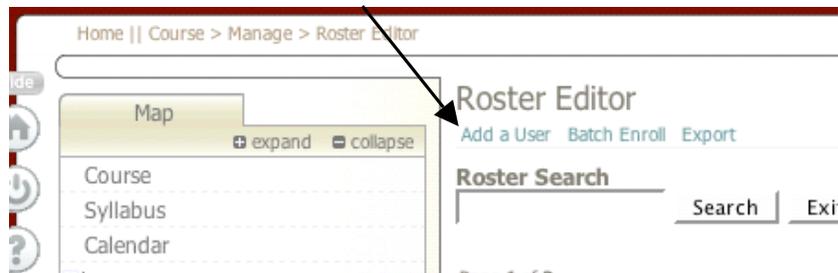
1. I've opened my HUMA 1315, section 10. Go to "Manage" on the left side in the "Map" tab and click on it.
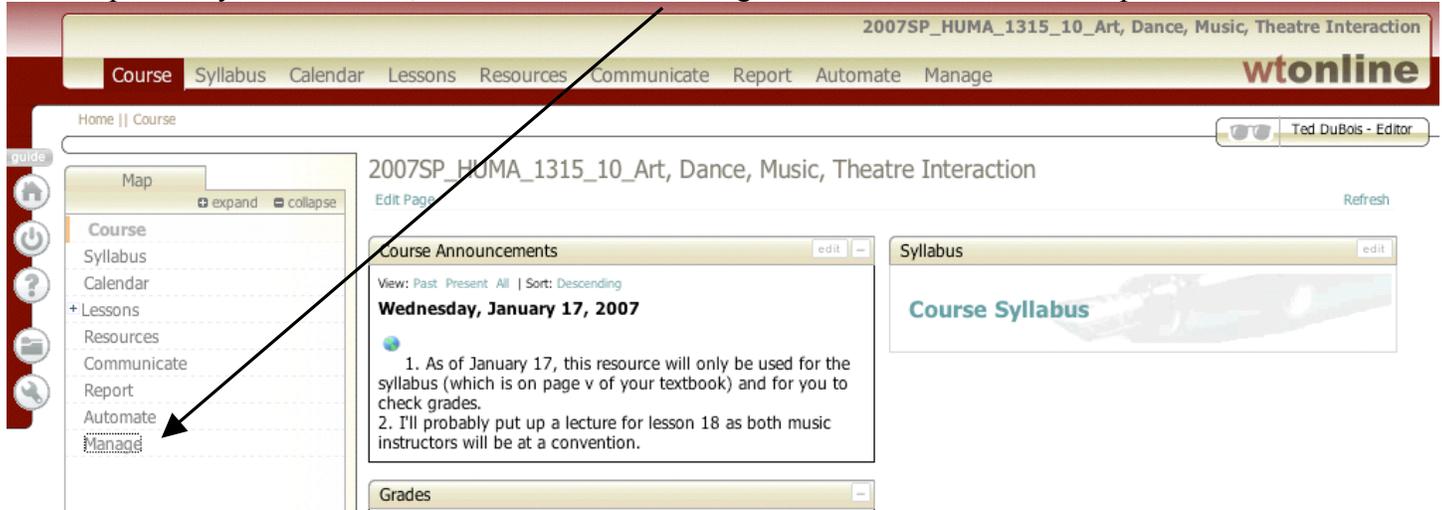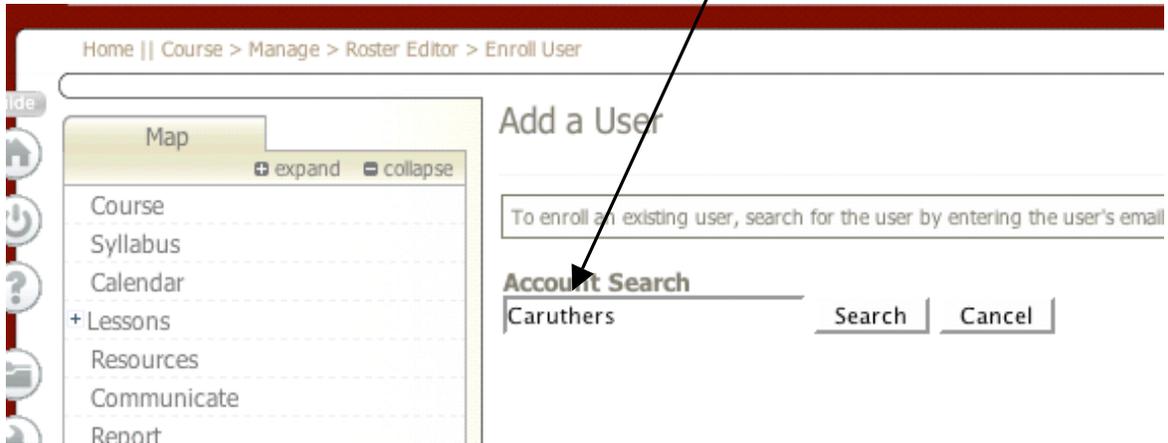

It takes you to the "Management Console" below. Click on the word "Roster" in the "Course Management" tab.
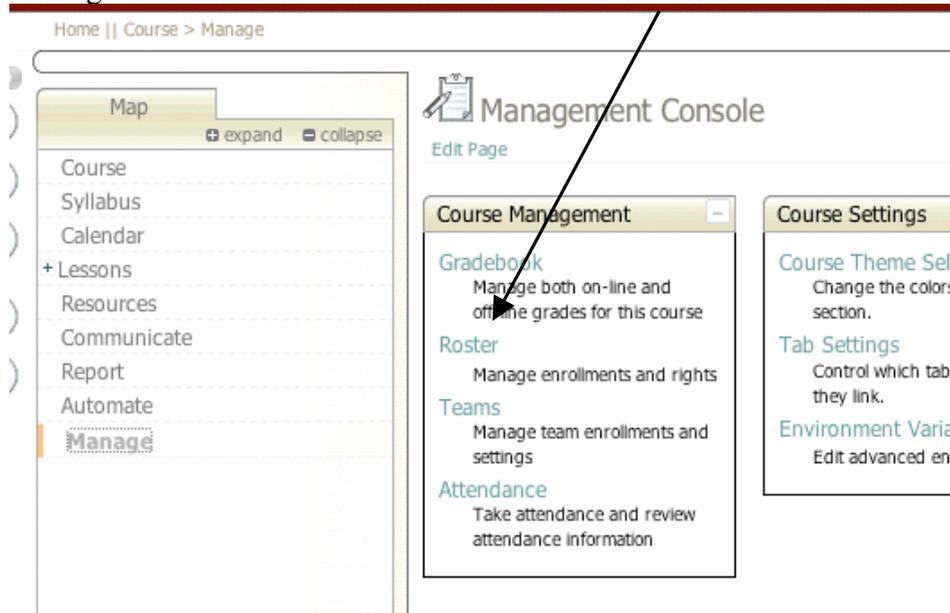

That takes you to "Roster Editor." Click on "Add a User."

That takes you to "Add a User." I'm adding Bob Caruthers. **Type only the last name**—why? I don't know—and then click the "Search" button. (NOTE: the person has to be in the system (i.e., a teacher or currently enrolled student).

The next picture is what happens. (Faculty will not show an e-mail address in case there are 1,000 "Caruthers"—heaven help us!). Click the "Select" button to the left of the instructor's name.
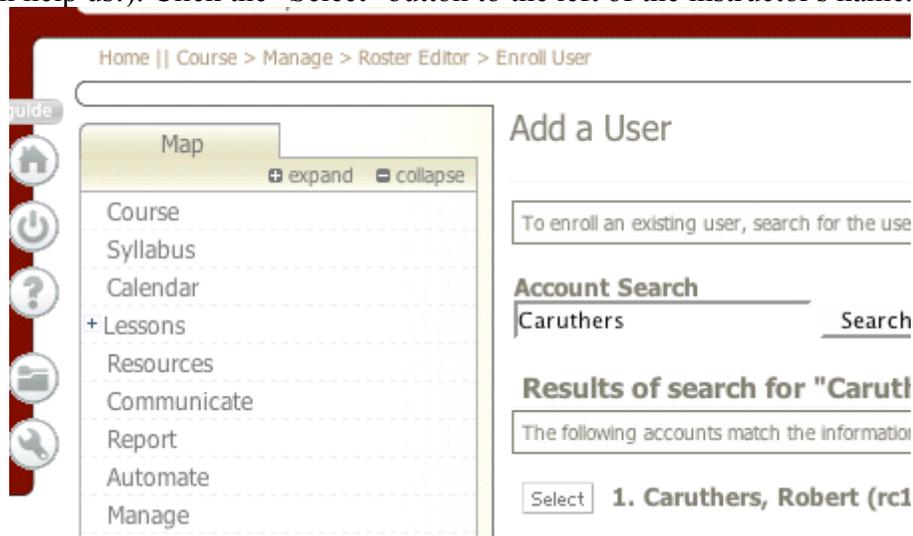
And then the last thing you need to do is change the "Rights" setting to "Course Editor." It's a drop-down list.
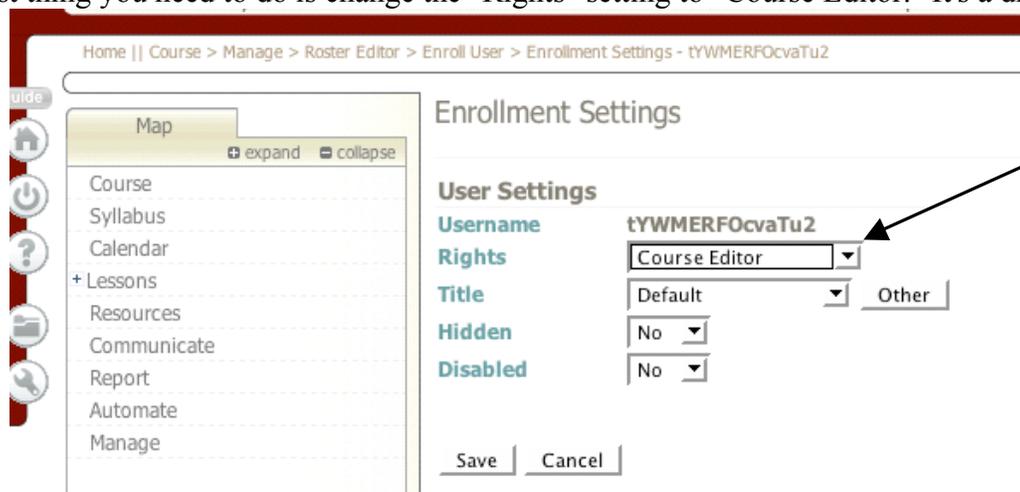
The instructor will now be able to see who is currently enrolled, and enter grades.

My guess is that we will want to show an art grade, a theatre grade, a music grade, and a dance grade and then have it calculate the grade. Each faculty member will be responsible for entering that grade manually. "Entering Grades" will be our next lesson (when I figure that part out).