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.



| Map expand collar | Management Console | |
|---|---|---|
| Course Syllabus | Edit Page Course Management Course | Settings |
| Calendar + Lessons Resources Communicate Report Automate Manage | Gradebook Course Manage both on-line and offline grades for this course Char secti Roster Tab Set Manage enrollments and rights Cont they Teams they Manage team enrollments and settings Environ | Theme Sel ige the colors on. ttings rol which tab: link. iment Varia advanced en |
| | Attendance Take attendance and review attendance information | |

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

| Man | | Roster Editor |
|----------|-----------------|--------------------------------|
| Mah | expand collapse | Add a User Batch Enroll Export |
| Course | | Roster Search |
| Syllabus | | Search E |
| Calendar | | |
| 4 | | Dana 4 4 2 |

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).

| Мар | | Add a User | |
|-------------|-----------------|--------------------------------|---|
| | expand collapse | / | |
| Course | | To enroll an existing user, se | earch for the user by entering the user's email |
| Syllabus | | | as entities and by enabling the user's entity |
| Calendar | | Account Search | |
| Lessons | | Caruthers | Search Cancel |
| Resources | | | |
| Communicate | 2 | | |
| Report | | | |

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.

| Map | | Add a User | |
|-------------|--------------|-------------------------------|---------------------|
| C expan | d 🖨 collapse | | |
| Course | | To enroll an existing user. | search for the use |
| Syllabus | | To all of all oldering abory. | |
| Calendar | | Account Search | |
| Lessons | | Caruthers | Search |
| Resources | | | |
| Communicate | | Results of search | for "Caruth |
| Report | | The following accounts mat | tch the information |
| Automate | | | |
| Manage | | Select 1. Caruthers | s, Robert (rcl |

And then the last thing you need to do is change the "Rights" setting to "Course Editor." It's a drop-down list.

| Map | and E collanse | Enrollment | Settings | |
|-------------|----------------|--------------|---------------|---------|
| Course | | User Setting | s | |
| Syllabus | | Username | tYWMERFOcvaT | Tu2 |
| Calendar | | Rights | Course Editor | |
| + Lessons | | Title | Default | T Other |
| Resources | | inde | Default | Other |
| Communicate | | Hidden | No 💌 | |
| Report | | Disabled | No 💌 | |
| Automate | | | | |
| Manage | | Save Cane | cel | |

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).