

ITRC Guide

Add Another Instructor to Your Moodle Course

Adding another teacher to your course is a great way to share ideas, collaborate with your peers, and, most importantly, improve the overall quality of your online learning materials! *Note: All users must have an ISU email account.*

Adding another teacher to your course is a very simple process. Here are the steps:

1. On the left side of your course page, under the Administration block, click the **Assign Roles** link



2. On the Assign roles screen, click the **Teacher** link

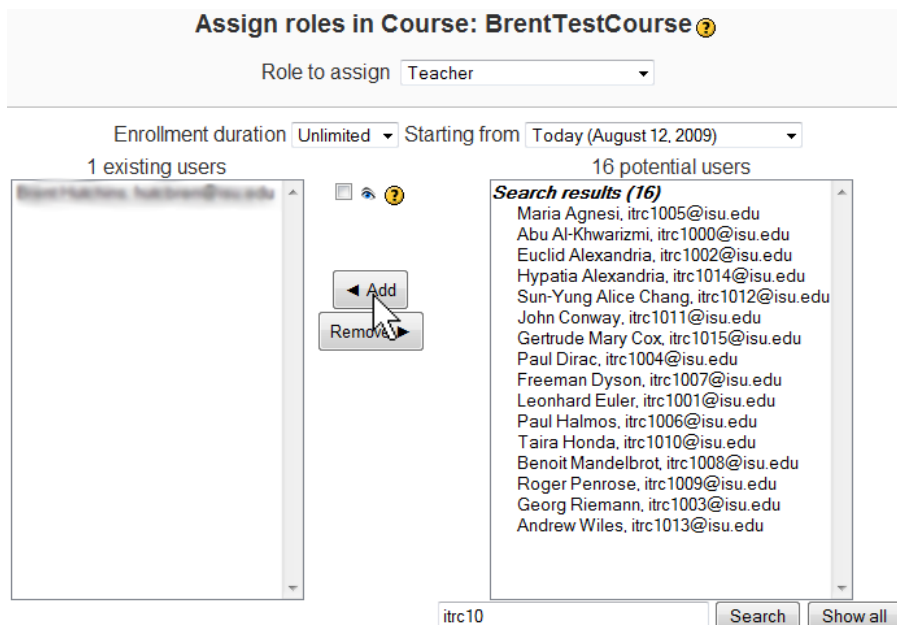
Assign roles in Course: BrentTestCourse ?		
Roles	Description	Users
<u>Teacher</u>	Teachers can do anything within a course, including changing the activities and grading students.	1
Teacher (Unlisted)	This role has the same permissions as the normal teacher role. The difference is that these teachers won't be shown in course lists.	0
Non-grading teacher	This role allows the user to add and edit content as well as communicate with students in a course. No grading privileges are given.	0
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have fewer privileges within a course.	1 Leonhard Euler
Student with no quiz time limit	A student with no quiz time limit.	0

3. On the bottom right of the screen, enter the last name or username of the teacher you wish to add and then click the **Search** button



4. If you are unable to find the correct person, make sure that they have logged into Moodle for the first time, and then try to add them again.

When you locate the name, click on the name to select it and then click the **Add** button. Likewise to remove an instructor, select the name on the left column and click the **Remove** button.



5. The name of the person you just added will appear on the left side of the screen under “existing users” and the added instructor will be able to see the course next time he/she logs in Moodle.

*Note: If you want to add a hidden teacher so students do not see them in the course, before clicking on the **Add** button, click the checkbox next to the eye icon above the button and then add the instructor.*



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