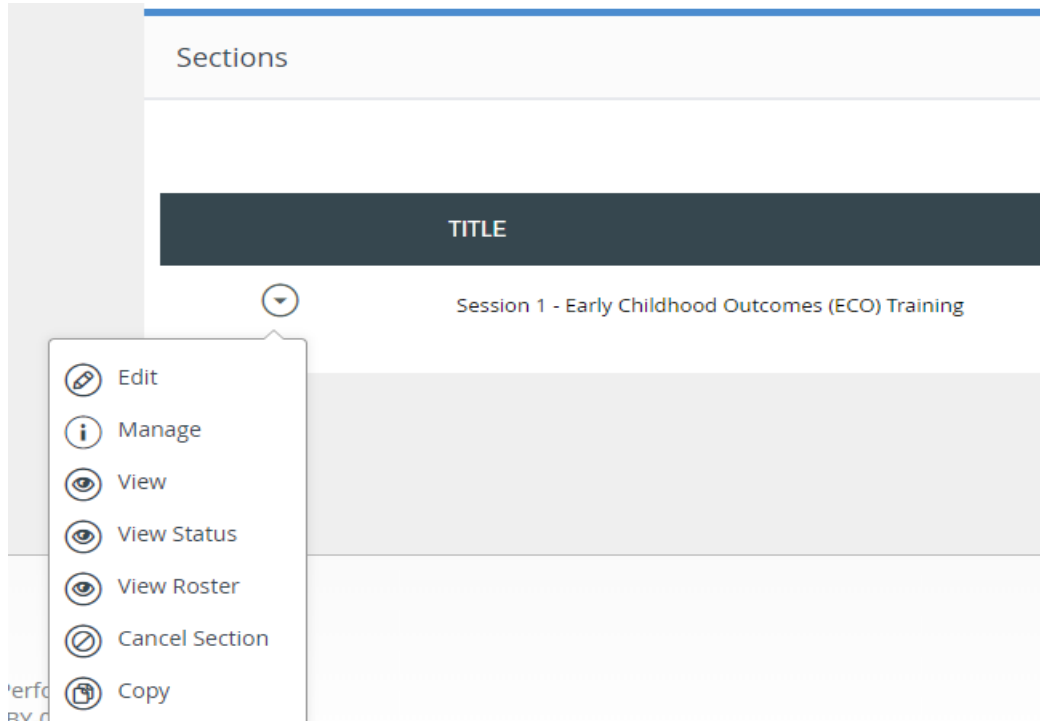


Course Requesters

How do I add an instructor to a section that has already been submitted?

Navigate to your **Course** and scroll down to the **Sections** section.

Click on the down arrow before the Title and select **Edit**



Scroll down until you see the category **Contact Person/Instructor(s)**

If there is not a name listed next to the **Contact Person/Instructor(s)** scroll down and click the **Save** button.

Course Requesters

Contact Person / Instructor(s):

What materials do participants need to bring to a session? (i.e. site links, laptops, books)

Notes:
(Limited to 1024 characters)

File Attachments

Required

[Save](#) [Cancel](#)

After the page refreshes scroll down and click the **Instructors** button.

File Attachments There are no attachments.

Actions:

Manage Contact Person / Instructors: [Instructors](#)

Manage Class Times: [Class Times](#)

Manage Roster: [View Roster](#)

Course: [Manage Course](#)

Manage Room Requests: [Manage Room](#)
There are no room requests

Required

[Edit](#) [Done](#)

Course Requesters

Search for the User that will be responsible for taking attendance and issuing credit.

Add Instructor Search

Enter first and last name of person you wish to add as an instructor.

First Name:

Last Name:

Find User

Click the check box next to the individual that will be the instructor then click the **Add User(s)** button.

Add Instructor Search

<input checked="" type="checkbox"/>	Name	Employee Id	School/District
<input checked="" type="checkbox"/>			

Add User(s)

Cancel

Unique solution ID: #1165
Author: Jeff Baxter
Last update: 2018-05-16 16:46