

How to add another teacher

Preliminary step: The other teacher has to log in to Moodle before he/she can be added as a teacher. Otherwise he/she won't show up in the list of potential teachers who can be assigned to the course. Just a quick visit to the login page will do. Once the other teacher has logged in to elearning one time, he'll show up as an active user.

1. You can then go to your Moodle page and click on **Assign roles** in the **Administration panel** on the left-hand side.
2. Select **Teacher** (from the four choices).
3. Search for the other teacher's name in the right-hand column of **Potential participants**. There's a search box at the bottom of the list, so you don't have to look by hand.
4. Once you find his name, highlight it and click the << left-hand arrow button to move him/her into the teacher column.
5. The other teacher now has the same privileges as you do.

Step-by-Step

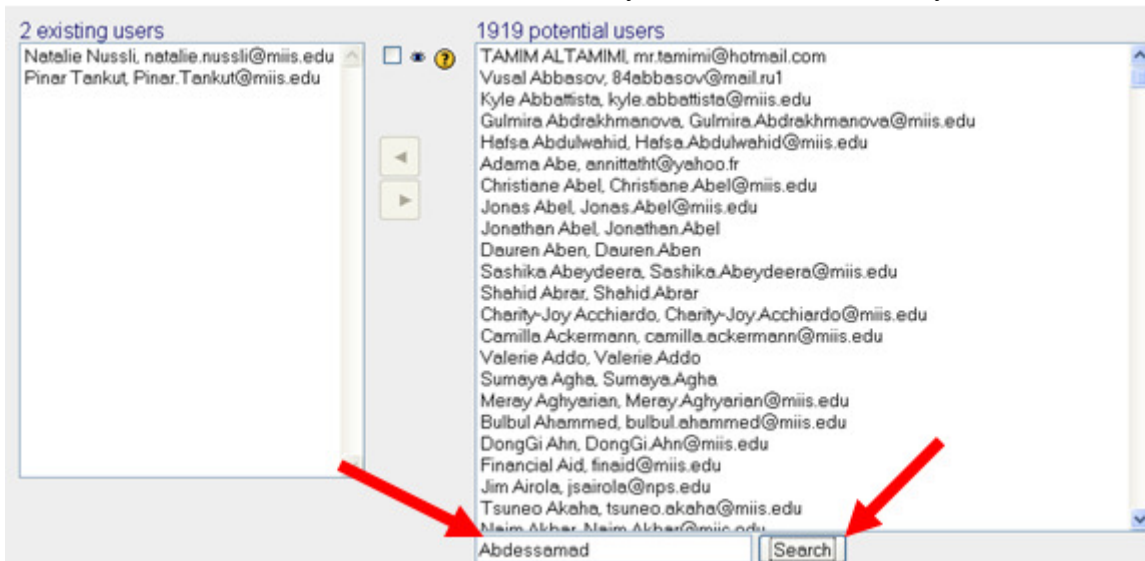
You can then go to your Moodle page and click on **Assign roles** in the **Administration panel** on the left-hand side.



Select **Teacher** (from the four choices).

Assign roles ?		
Roles	Description	Users
 Teacher	Teachers can do anything within a course, including changing the activities and grading students.	2
Non-editing teacher	Non-editing teachers or TAs can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have less privileges within a course.	7
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0

Search for the other teacher's name in the right-hand column of **Potential participants**. There's a search box at the bottom of the list, so you don't have to look by hand.



2 existing users

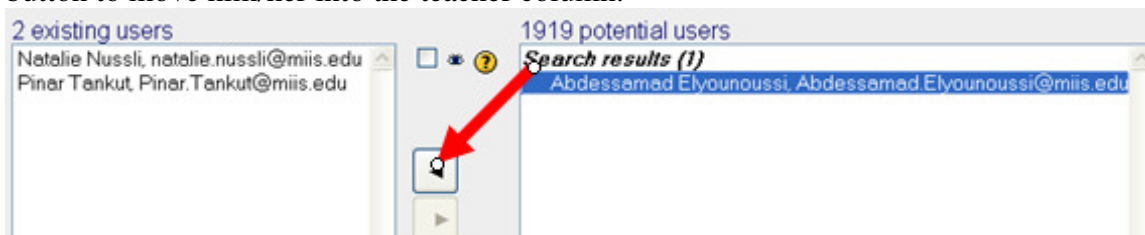
Natalie Nussli, natalie.nussli@miis.edu
Pinar Tankut, Pinar.Tankut@miis.edu

1919 potential users

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Abdessamad [Search]

Once you find the other teacher's name, highlight it and click the ◀ left-hand arrow button to move him/her into the teacher column.



2 existing users

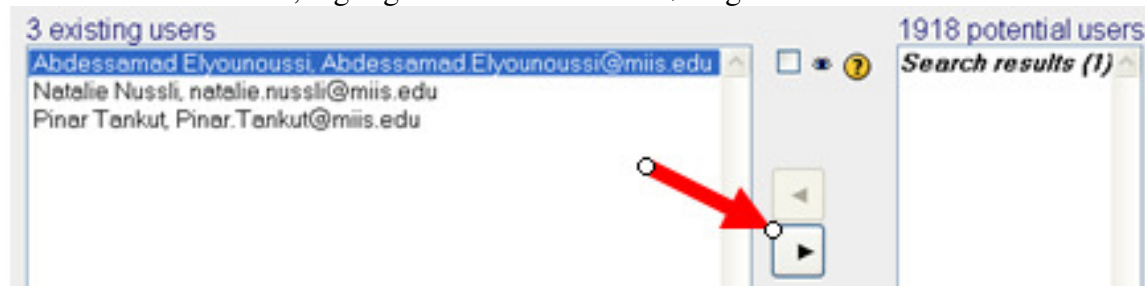
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1919 potential users

Search results (1)

Abdessamad Elyounoussi, Abdessamad.Elyounoussi@miis.edu

To remove the teacher, highlight it and click on the ▶ right-hand arrow button.



3 existing users

Abdessamad Elyounoussi, Abdessamad.Elyounoussi@miis.edu
Natalie Nussli, natalie.nussli@miis.edu
Pinar Tankut, Pinar.Tankut@miis.edu

1918 potential users

Search results (1)