Add a User to a Course

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To access the form, click the button under **Ready to fill out the form?** at the bottom of the page.

Alternatively, you can access this form by selecting **[VTAC Self-Service Forms]** in the upper-left navigation menu, then choose the appropriate form from the list.

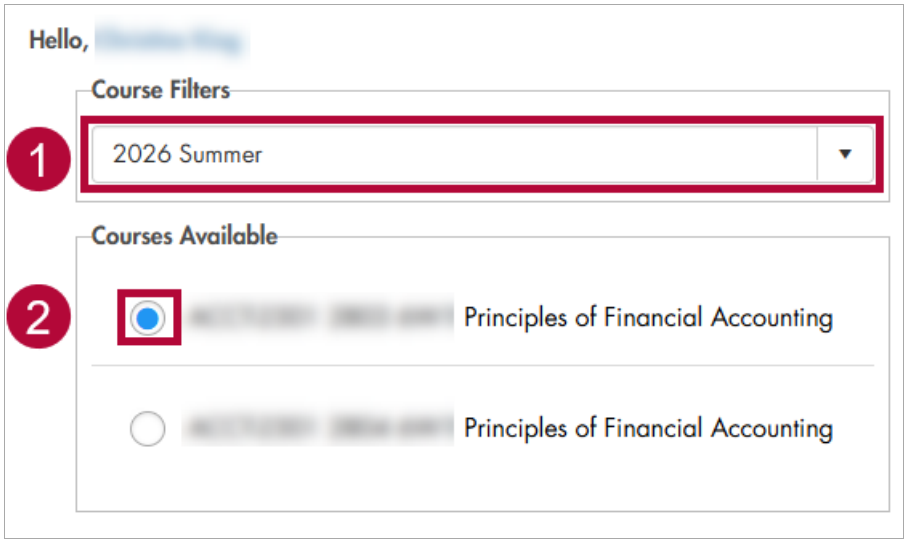
The **Add User to a Course Form** is used to add employees, including adjuncts, to D2L courses. Employees may be added to observe, participate in instruction, or copy course content. This form does not apply to students.

NOTE: If a student needs to be added to a course, please refer to the **Reconcile Your D2L and iStar Rosters** (https://vtac.lonestar.edu/help/reconcile-roster) article for detailed instructions on how to use the Reconcile Rosters form to add registered students.

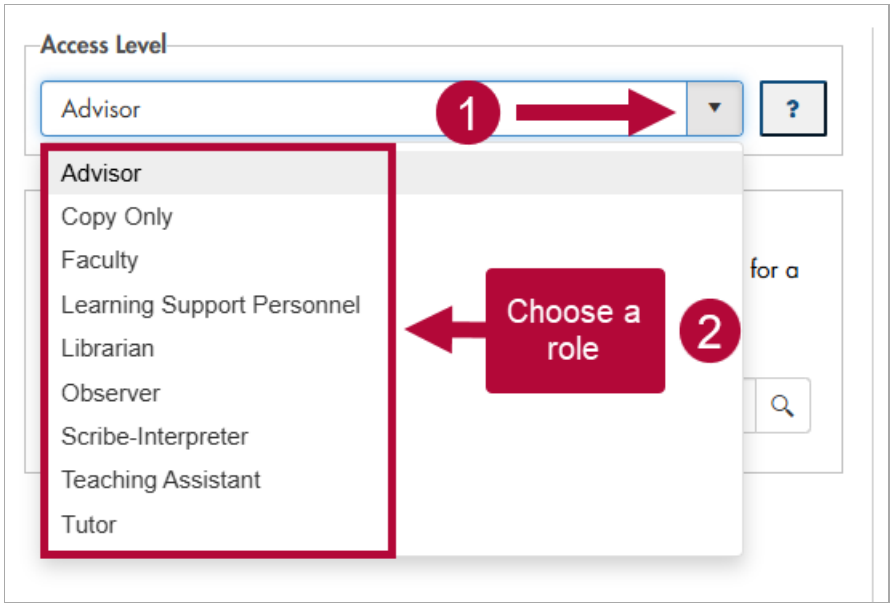
Show Video Demo

Getting Started on the Add User to a Course Form

1. Select the term from the dropdown menu, and select the **[◯]** next to the correct course.



2. From the dropdown menu, select the D2L role to assign the user. There are nine available roles. If the selected role allows content modification (add or remove content), a confirmation warning will appear. Click **[OKAY]** to proceed.



Available Roles

NOTE: View **D2L Roles Chart (https://vtac.lonestar.edu/help/d2l-roles)** for additional details.

- **Advisor -** Users assigned the Advisor role will have a limited view of student information but no editing ability in the course. Viewing access includes Class Progress, Classlist, Groups, Manage Files, and Quizzes. Users will appear as *Advisor* on the classlist.

- **Copy Only -** Users assigned the Copy Only role cannot edit the course or Content, but they can copy material FROM the course into their courses or community groups/sandbox. Users will appear as *Copy Only* on the classlist.

- **Faculty -** Users assigned the Faculty role will have the same rights as the original faculty member, including editing Content, Quizzes, etc. Users will appear as *Faculty* on the classlist.

- **Learning Support Personnel (LSP) -** Users assigned the LSP role will have student-level access but will be able to view grades, feedback, and student feedback as well as edit Quiz Submission Views. This role is often used in Dual Credit courses; it is meant to facilitate student learning by providing users a view similar to that of students. Users will appear as *LSP* on the classlist.

- **Librarian -** Users assigned the Librarian role have the same permissions as a Teaching Assistant, with the added ability to access inactive courses. They can view, annotate, and grade Assignment submissions, and have Faculty-level permissions in Discussions. However, Librarians cannot create or edit Assignment folders. Users will appear as *Librarian* on the classlist.

- **Observer** - Users assigned the Observer role can view student data, including User Progress. Observers cannot participate in discussions or copy courses, but they can view setup options and preview quizzes and surveys. Users will appear as *Student* on the classlist, but will not show up in the gradebook.

- **Scribe-Interpreter** - Users assigned the Scribe-Interpreter role will have access to view course Content, Quizzes, assignments, and Discussions. Scribe-Interpreters will also have access to post to Discussions and have student-view in Gradebook. Users will appear as *Student* on the classlist, but will not be able to take quizzes.

- **Teaching Assistant** - Users assigned the Teaching Assistant role will have access to add and modify course Content, the ability to post news announcements to the course, and the ability to participate in discussions. Teaching Assistants will also have Faculty-level access to the course Calendar. Users will appear as *Teaching Assistant* on the classlist.

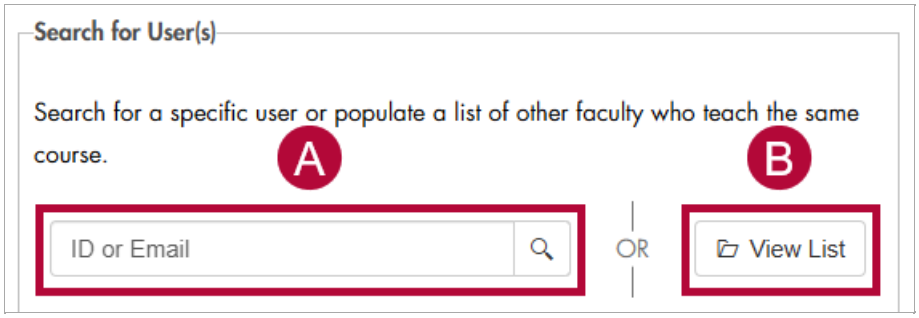
- **Tutor** - Users assigned the Tutor role will be able to view course Content, Quizzes, Assignments, Discussions, the Classlist, and Announcements, but will not have access to the Gradebook, Class Progress, or any student submissions. Users will appear as *Tutor o*n the classlist.

    View **D2L Roles Chart (https://vtac.lonestar.edu/help/d2l-roles)** for details for each of the following:

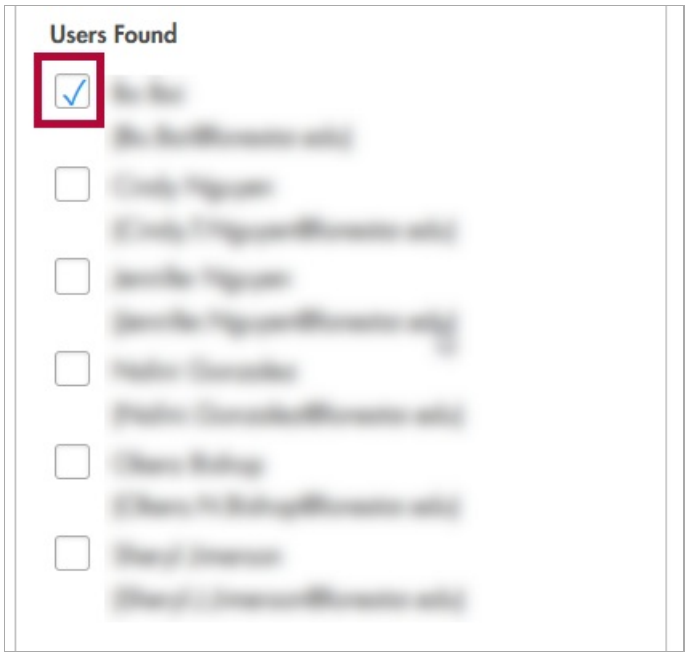
    - View Content,
    - Create/Edit Content,
    - View Quiz/Assignment/Discussion,
    - Create/Edit Quiz/Assignment/Discussion,
    - View Submissions,
    - Grade/Edit Submissions,
    - View News Announcement,
    - Create/Edit News Announcement,
    - View Gradebook single user,
    - View Gradebook for all students,
    - Create/Edit Gradebook,
    - Create/Edit Grades,
    - Export Grades,
    - Access course not Active,
    - Access course outside start/end dates,
    - View Class Progress.

NOTE: An **Observer** may have already been placed in your course through **iStar**. Observers show up on the **[All]** tab of the Classlist, not the **[Student]** tab, but they are listed with a student role.

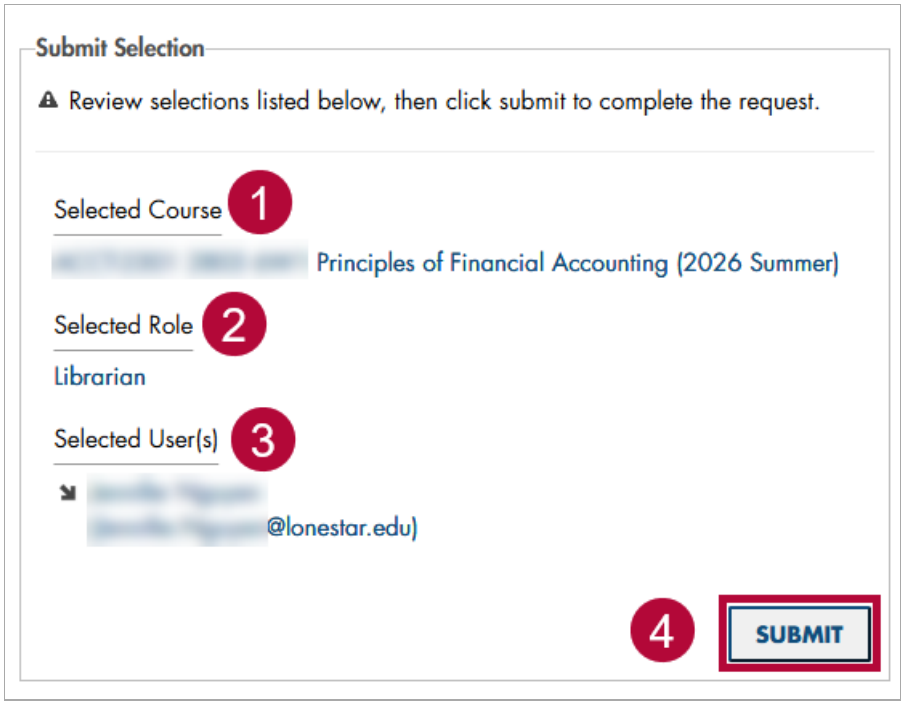
3. Enter the **ID number** or **Employee Email Address** of the user, and then click the **[Magnifying glass]** icon to search, or select the **[View List]** button to populate a list of instructors teaching the same course.



4. Once a search is completed, a list will appear under **Users Found**, displaying each user's name and email address. If no results appear, the user may not exist in the D2L database, or the ID or email entered may be incorrect. Click the check box **[✔]** next to the user's name to proceed.



5. The Submit panel allows the review of selections. Once all choices are confirmed as correct, click **[Submit]**.



NOTE: To change the access level of an existing user in a course, use the Add a User to a Course (https://vtac.lonestar.edu/help/add-user-to-course) form to assign the updated role.

Ready to fill out the form?

Click below to get started

Add a User to Your Course Form