# Add Observers or Advisors to a Course (For Section Builders)

Last Modified on 08/26/2024 4:10 pm CDT

> **NOTE:**
> 1) This article is primarily for **Section Builders** only (*Division Operating Manager*s or *Division Operating Specialist*s).
> 2) For **Instructors**, please refer to **Add a User to a Course** (https://vtac.lonestar.edu/help/a136).

1. Go to **iStar Campus Solutions** (http://campus.lonestar.edu) and log in with your full Lone Star College email address and password.

2. Select the **[Compass]** icon on the upper right corner of the page → **Navigator** → **Curriculum Management** → **Schedule of Classes** → **Maintain Schedule of Classes**.
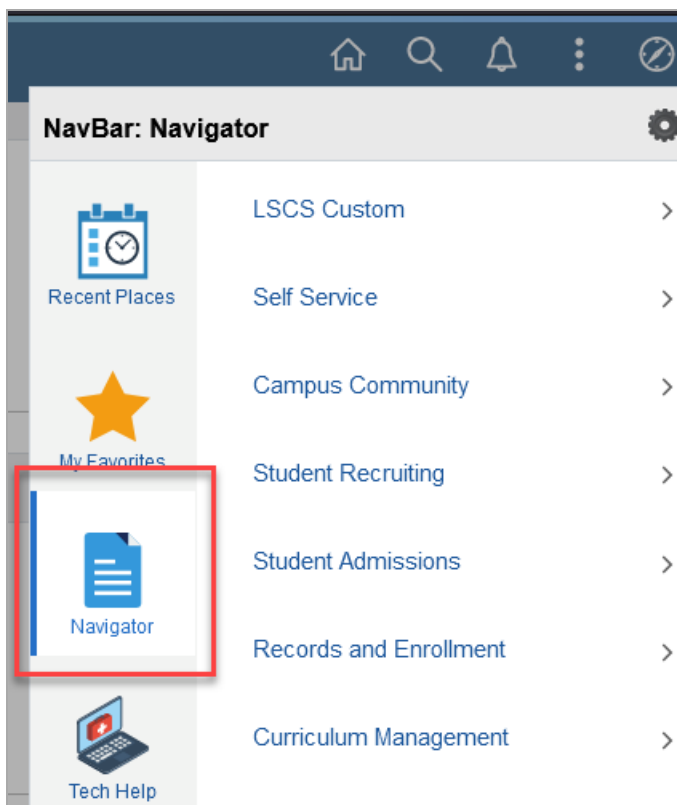
3. Fill out the following fields to narrow your search. For example:

- **Academic Institution:** LSC01 (Lone Star College)
- **Term:** 1228 (More information on Term Codes (https://vtac.lonestar.edu/help/a154))
- **Subject Area:** EDUC
- **Catalog Nbr:** 1300

- **Campus:** OL

4. After you have searched for the course, multiple sections attached to the course will appear. First, select the **[Meetings]** tab to view Section information.

5. Under the **[Meetings]** tab, you can select the **Find** link to open a search box, where you can type in the Class Section Number you are looking for.
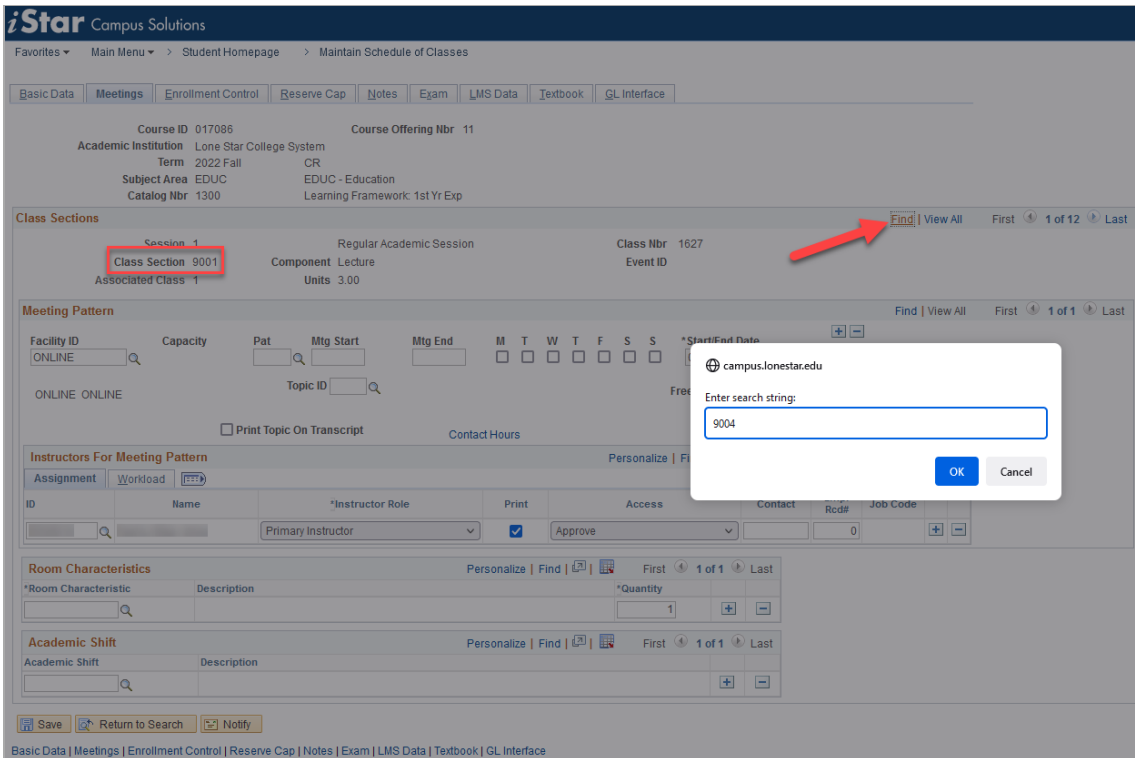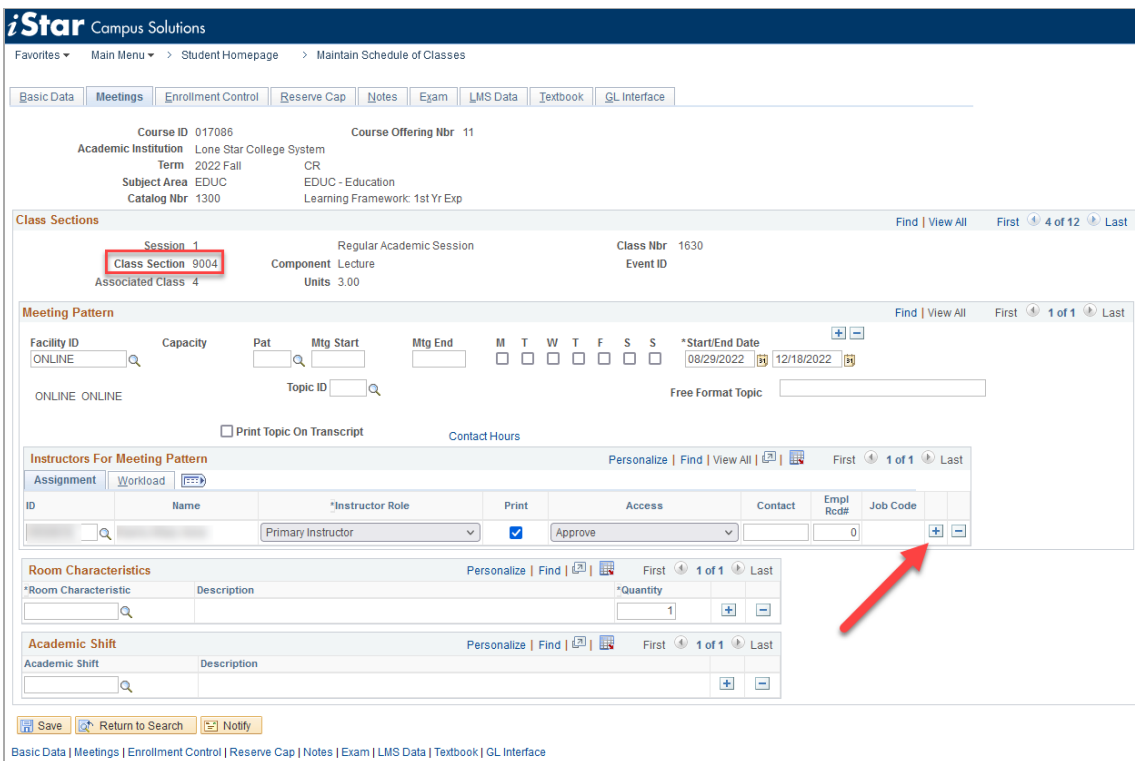
6. Once you've found your Class Section, within the **Instructors For Meeting Pattern** table, select the **[+]** button at the right-end of the table to add a new field.

> **TIP:** If you want to remove an Observer or Advisor, select the **[-]** button next to their name.


7. After the new row appears, select the **[Magnifying Glass]** icon to bring up another search box, and look for the Instructor you wish to add. Select the name of the Instructor when their name

appears in the **Search Results** section to add them.
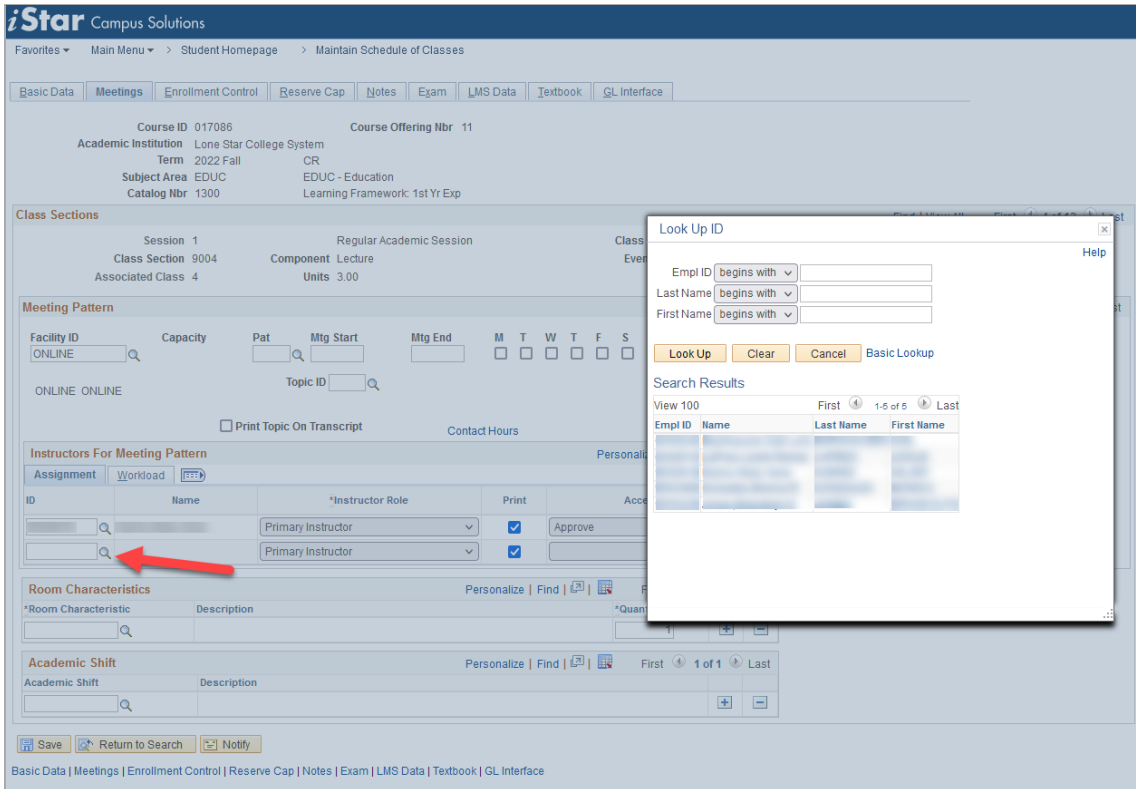
8. Select the box under **Instructor Role** and select either **[Advisor]** or **[Observer Role]**, depending on the type of access you want them to have.
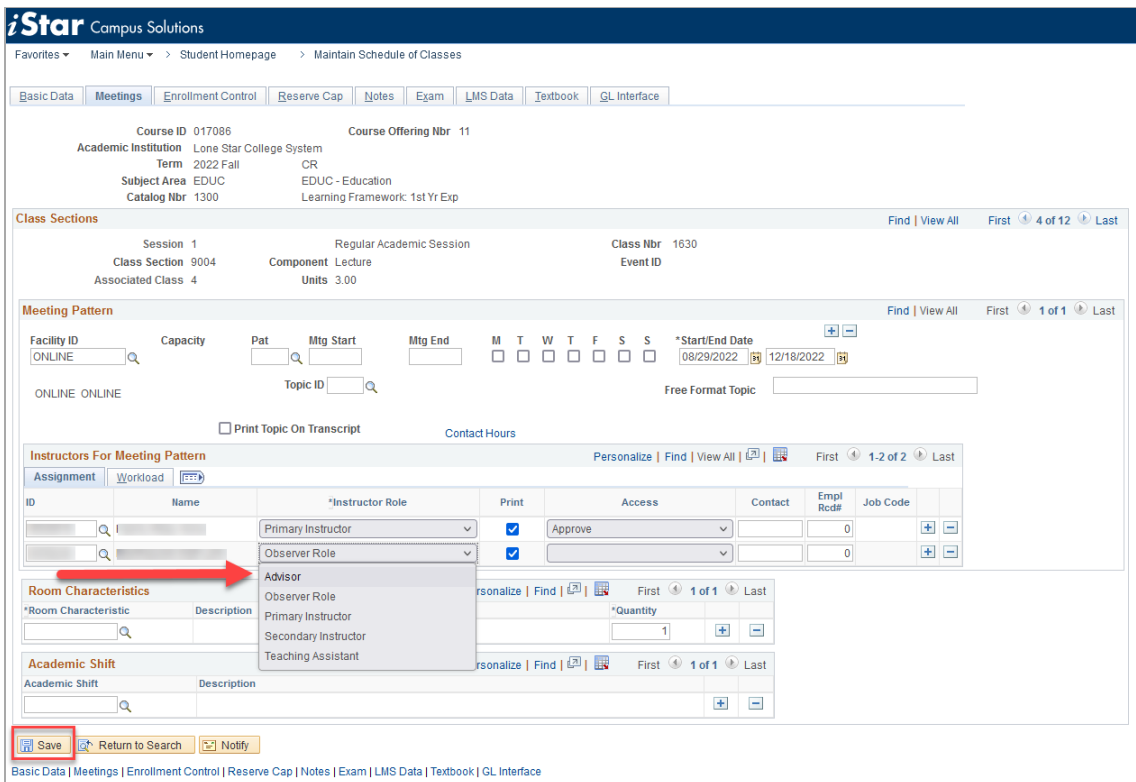
9. Finally, select the **[Save]** button at the bottom of the page. In 24 hours, the Observer or Advisor

will appear in the D2L course.