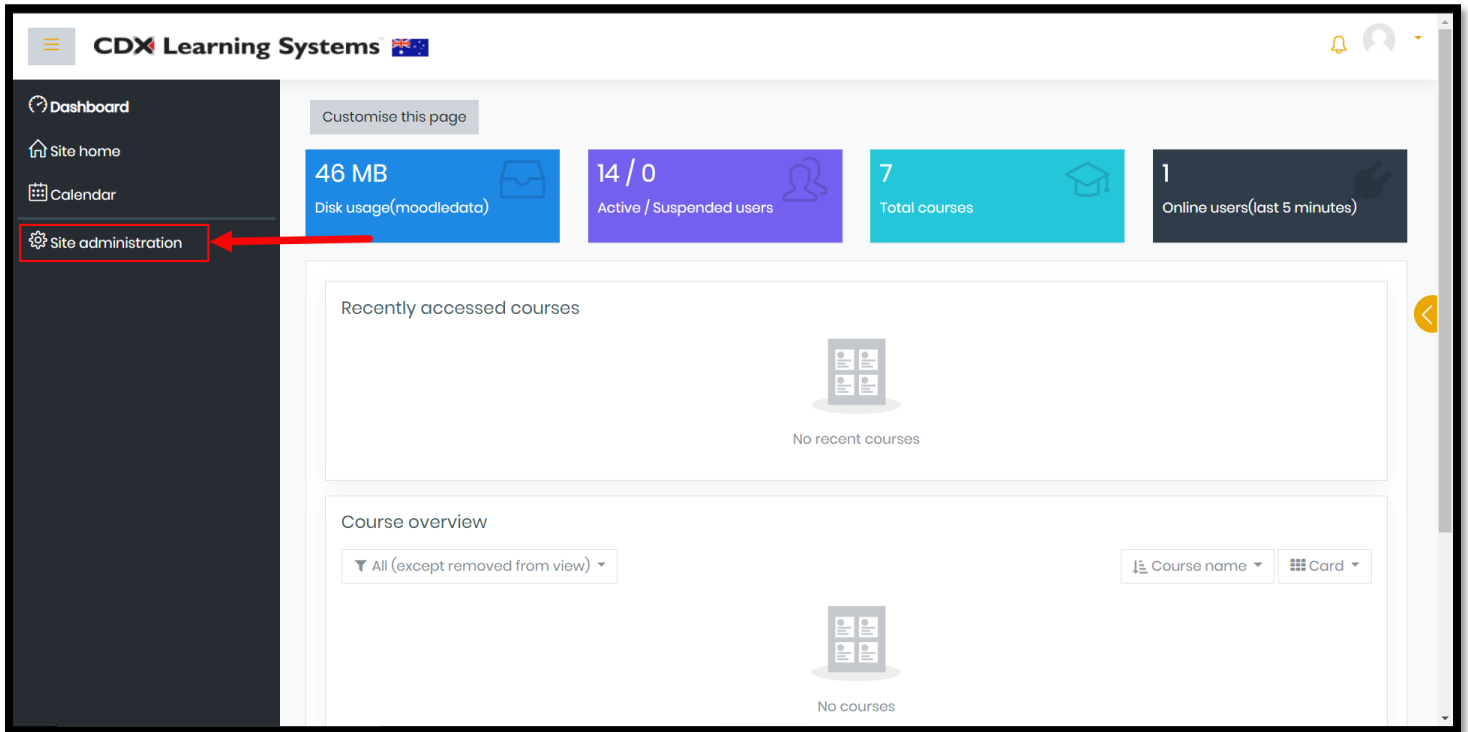# How to promote users to a teacher role
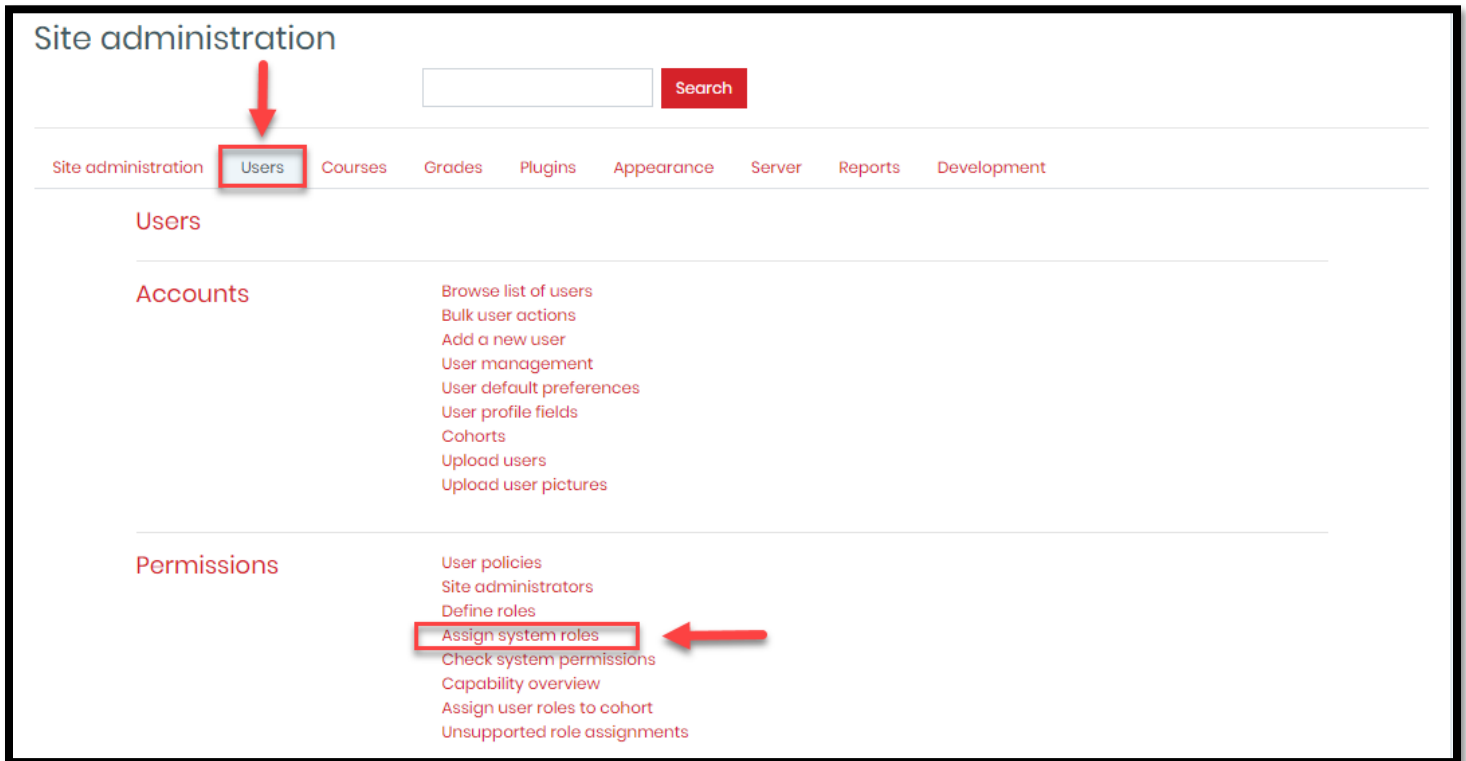
To promote a user to a **Teacher** role you must first add them as a **Student**, see **"How to manually add a new user"**

1. Login to your course site as the administrator, then click on the **Site administration** button in the **Navigation drawer** on the left side of the page.

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Page 1

How to promote users to a teacher role

2. From the site administration page, select the **Users** tab and click on the **Assign system roles** option under **Permissions**.
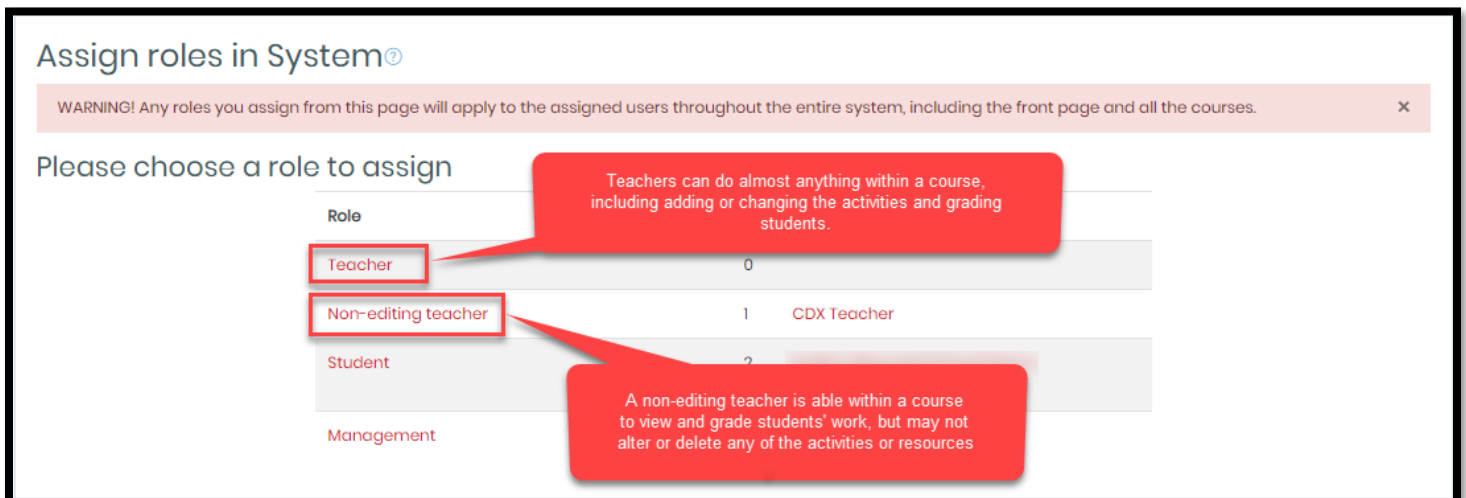
3. Choose the type of teacher role you would like to assign. Click on **Teacher** or **Non-editing teacher**.

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Page 2

How to promote users to a teacher role

4. Click on the user you wish to promote from the list of **Potential users** and then click **Add.**
   Note If you wish to choose more than one user, hold CTRL + click on each name to highlight the potential users.

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Page 3

How to promote users to a teacher role

5. You should now see the user/users added to the **Existing user** block. Click **Back to the list of all roles** to confirm and return to the previous page.

6. Check that each **Teacher** is listed correctly in the **Users with role** column.

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Page 4