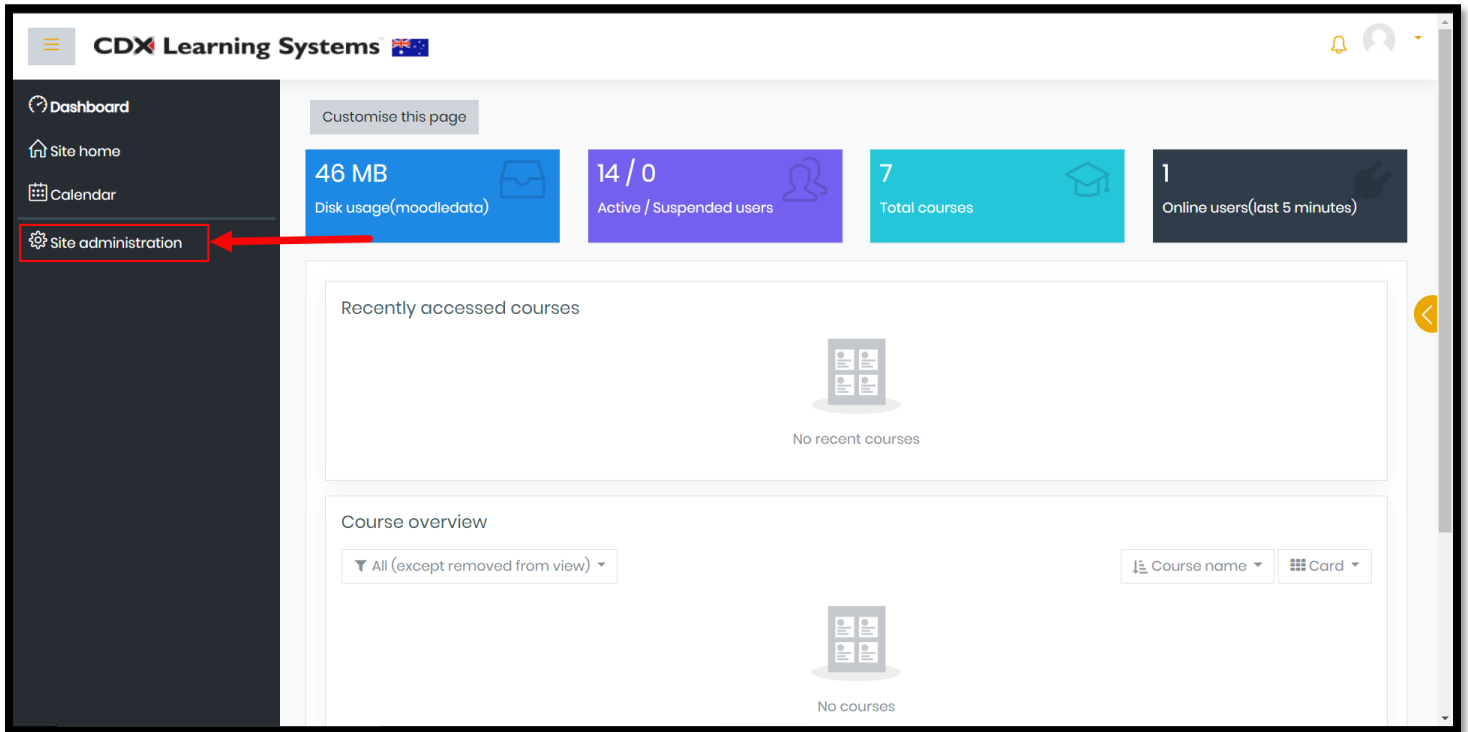


How to promote users to a teacher role

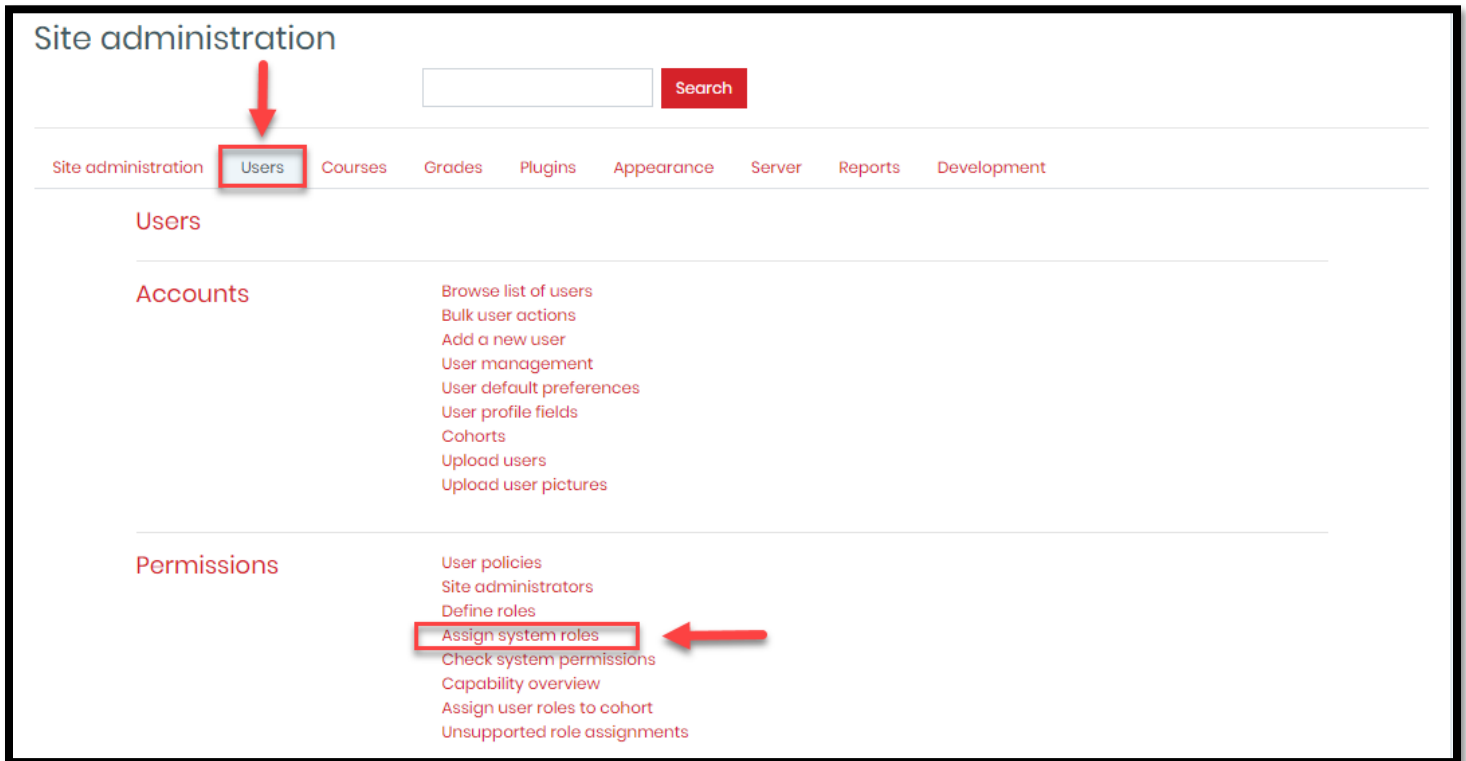
To promote a user to a **Teacher** role you must first add them as a **Student**, see “**How to manually add a new user**”

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.



How to promote users to a teacher role

- From the site administration page, select the **Users** tab and click on the **Assign system roles** option under **Permissions**.



The screenshot shows the 'Site administration' page. The 'Users' tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the 'Users' section is visible, containing 'Accounts' and 'Permissions' sub-sections. Under 'Permissions', the 'Assign system roles' option is highlighted with a red box and a red arrow pointing to it.

Site administration

Search

Site administration **Users** Courses Grades Plugins Appearance Server Reports Development

Users

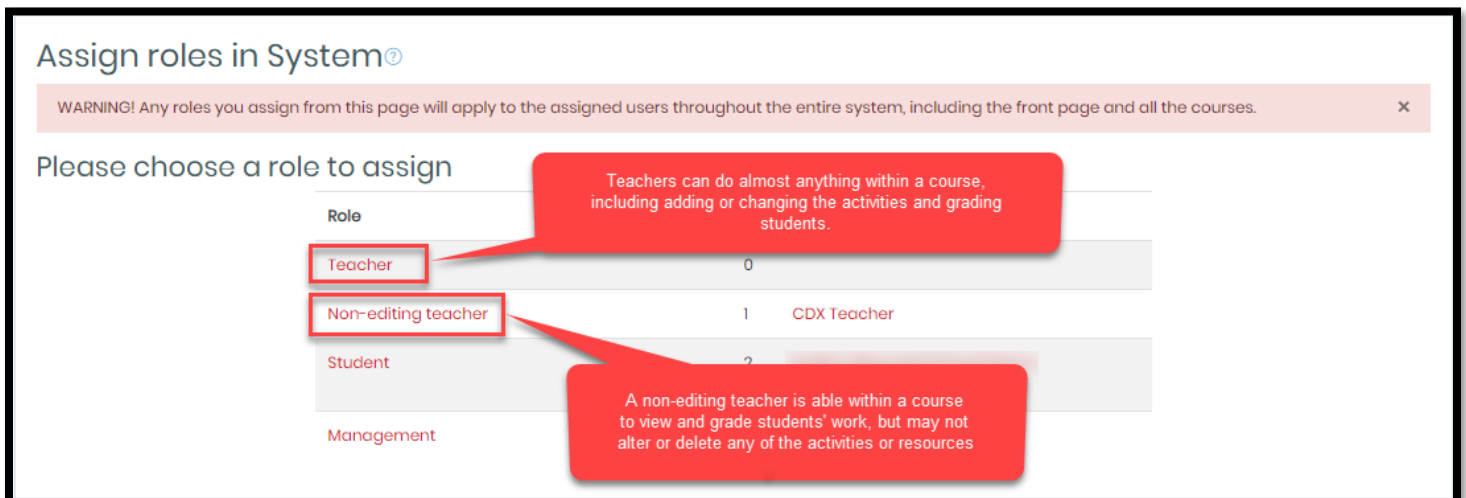
Accounts

- Browse list of users
- Bulk user actions
- Add a new user
- User management
- User default preferences
- User profile fields
- Cohorts
- Upload users
- Upload user pictures

Permissions

- User policies
- Site administrators
- Define roles
- Assign system roles**
- Check system permissions
- Capability overview
- Assign user roles to cohort
- Unsupported role assignments

- Choose the type of teacher role you would like to assign. Click on **Teacher** or **Non-editing teacher**.



The screenshot shows the 'Assign roles in System' page. A warning message is displayed at the top: 'WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.' Below the warning, the page asks 'Please choose a role to assign'. A table lists the available roles: Teacher, Non-editing teacher, Student, and Management. The 'Teacher' and 'Non-editing teacher' options are highlighted with red boxes. Red callout boxes provide descriptions for these roles: 'Teachers can do almost anything within a course, including adding or changing the activities and grading students.' and 'A non-editing teacher is able within a course to view and grade students' work, but may not alter or delete any of the activities or resources.'

Assign roles in System

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses. X

Please choose a role to assign

Role		
Teacher	0	
Non-editing teacher	1	CDX Teacher
Student	2	
Management		

Teachers can do almost anything within a course, including adding or changing the activities and grading students.

A non-editing teacher is able within a course to view and grade students' work, but may not alter or delete any of the activities or resources.

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.

Assign role 'Teacher' in System®

Existing users

None

Potential users

◀ Add

Remove ▶

The search feature allows you to search for a specific user

Douglas Robertson (drobertson@cdxlearning.com)

Search [] Clear

Search options ▶

Assign another role Teacher (0) ▾

[Back to the list of all roles](#)

How to promote users to a teacher role

- 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.

Assign role 'Teacher' in System

Existing users ←

Existing users (1)

Douglas Robertson (drobertson@cdxlearning.com)

← Add

Remove ►

In the case of an error, select the name from the existing user list, click Remove

Search Clear

Search options ▾

Assign another role Teacher (1)

Back to the list of all roles

Potential users

Potential users (31)

Search Clear

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

Assign roles in System

Please choose a role to assign

Role	Description	Users with role
Teacher		1 Douglas Robertson
Non-editing teacher		1 CDX Teacher
Student		2 Kadina Memorial School Demo TAFE NSW South Demo
Management		1 CDX Manager