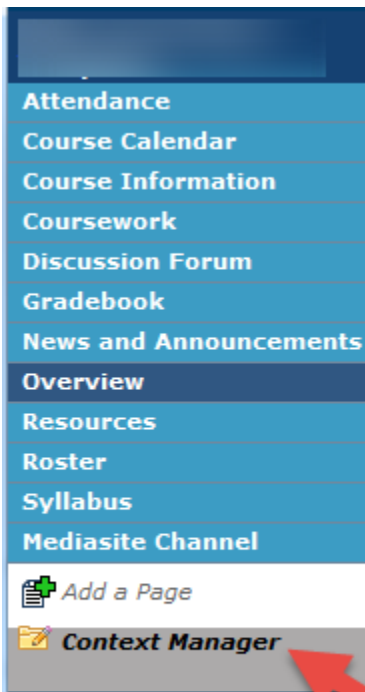
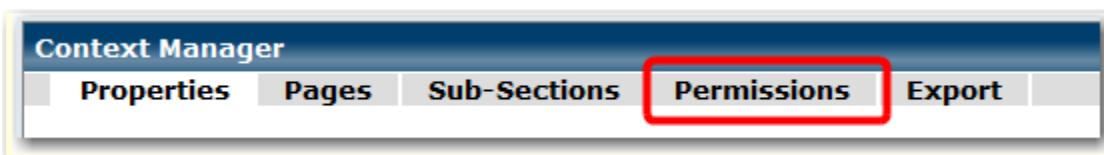


# To add guest faculty:

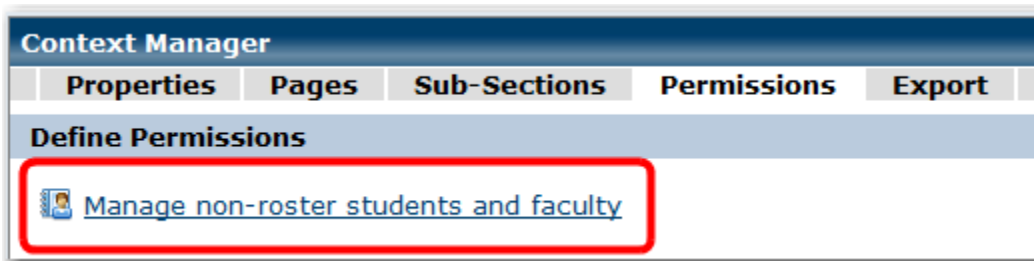
1. Go to the class you want to give permissions for
2. Go to Context Manager (on the left side of your class page)



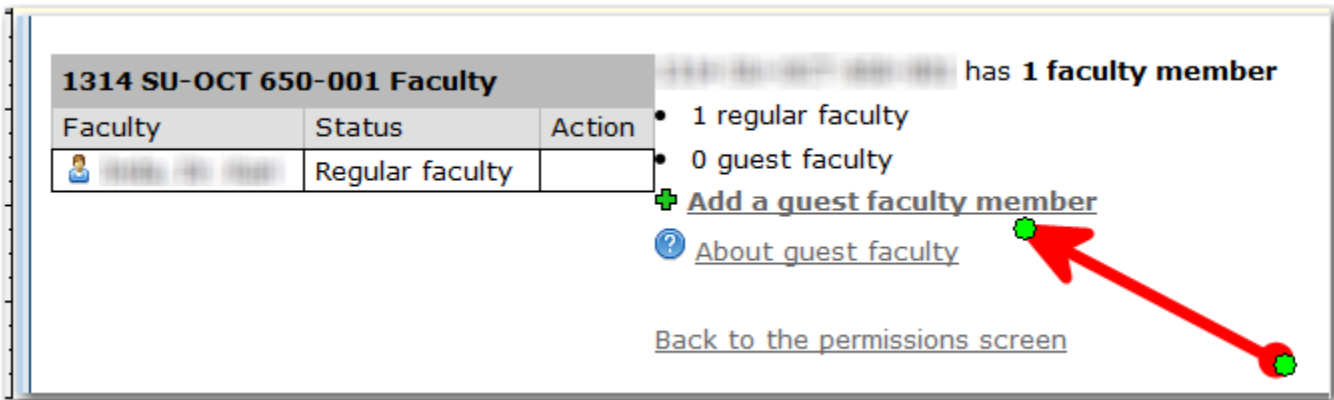
3. Go to Permissions tab




4. Click on Manage non-roster students and faculty link on the top of the screen



5. Scroll down and Click on Add a guest faculty member:



The screenshot shows a course page for "1314 SU-OCT 650-001 Faculty". A table lists the current faculty member: "Regular faculty". To the right, it states "has 1 faculty member" and lists "1 regular faculty" and "0 guest faculty". A green plus icon is next to the link "Add a guest faculty member", which is highlighted by a red arrow. Below this link is a blue question mark icon and the text "About guest faculty". At the bottom, there is a link "Back to the permissions screen".

Faculty	Status	Action
 [Name]	Regular faculty	

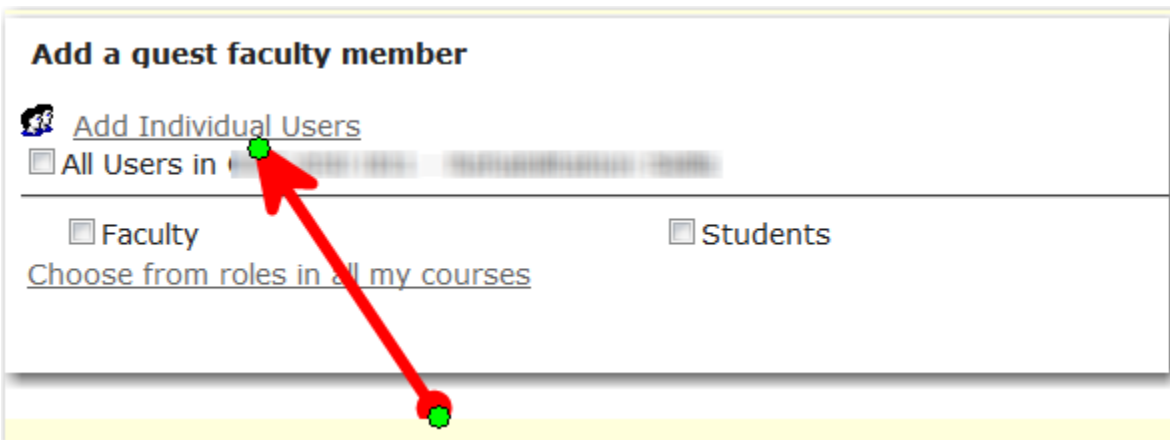
- 1 regular faculty
- 0 guest faculty

[+ Add a guest faculty member](#)

[? About guest faculty](#)


[Back to the permissions screen](#)

6. Click on Add Individual Users link on the top of the next screen



The screenshot shows the "Add a guest faculty member" screen. At the top, there is a link "Add Individual Users" with a green plus icon next to it, highlighted by a red arrow. Below this link is a checkbox "All Users in" followed by a blurred course ID. Underneath, there are two checkboxes: "Faculty" and "Students". At the bottom, there is a link "Choose from roles in all my courses".

**Add a guest faculty member**

 [Add Individual Users](#)

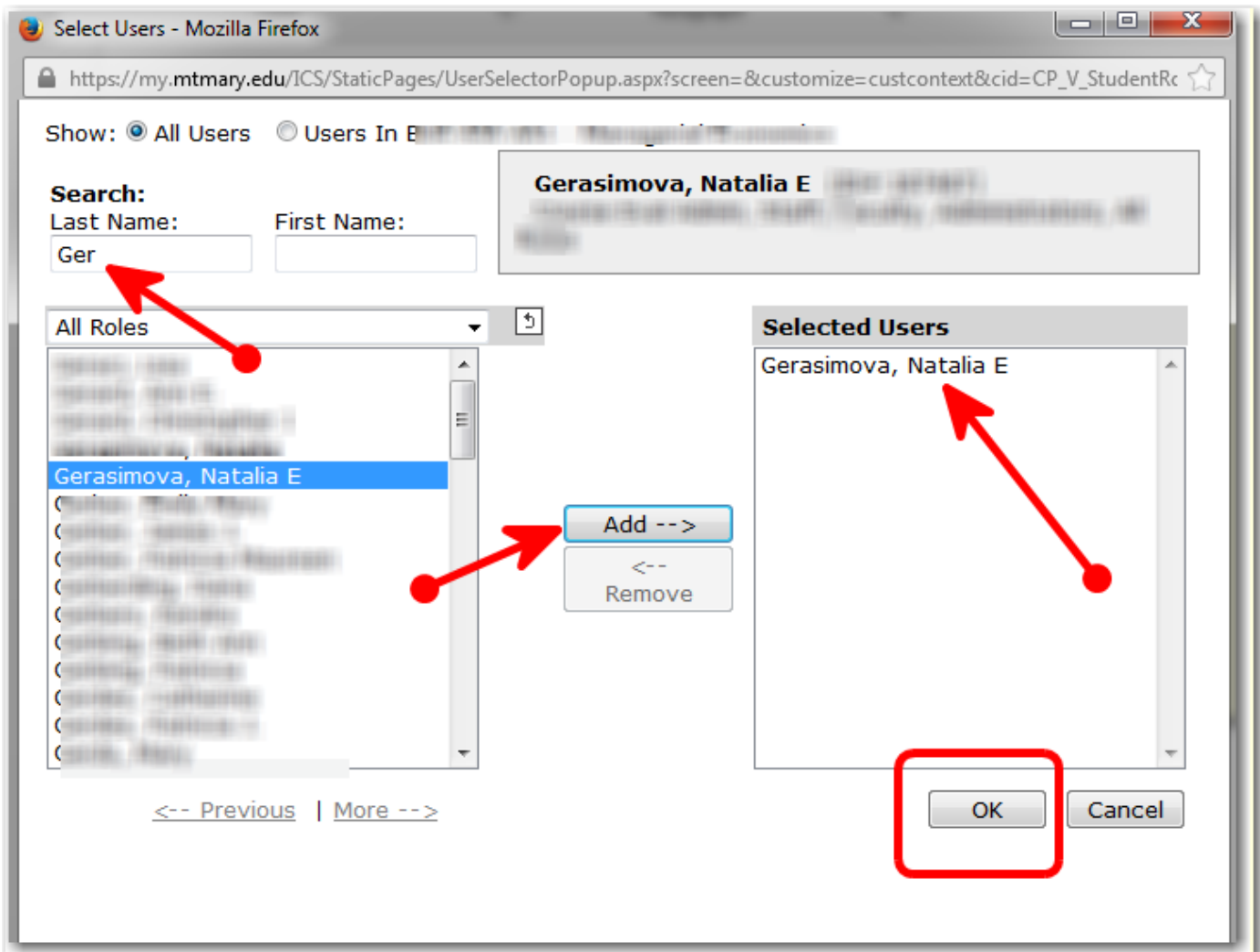
All Users in [Course ID]

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Faculty  Students

[Choose from roles in all my courses](#)

7. Add guest faculty member(s) (one by one).
- Start typing the last name in the Search area
  - Find the right person and click on Add button
  - After you added everybody, make sure you have all names in Selected Users window on the right.
  - Do not forget to click OK button at bottom right corner when you finish adding guest faculty member(s)



8. Click Save on the next screen
  - a. Make sure that you see added guest faculty member(s) in Context Manager. They will be marked as Guest Faculty.
9. Click Exit on the next screen

By default, Guest faculty members are given admin rights to your class. Go back to Permissions tab if you want to change those rights to viewing rights only.