HOW TO ENROLL A FACULTY GUEST

Faculty can enroll colleagues as a Faculty Guest in their D2L course site(s). The Faculty Guest role allows the assigned Faculty member to share course content with their colleagues. The role will have access to view course content and can copy course components from the course into their own course(s).

NOTE: They must have the role of Leader or Faculty in the other course. This role does not have permission to edit or delete course content.

To enroll a Faculty Guest:

- Click on Communication, then select Classlist

- From the Add Participants dropdown menu, select Add existing users

- In the “Search For” field, enter the person’s last name or ID and then click on the search icon
- A list of possible matches will appear below.

- Select the checkbox to the left of the person’s name
- From the Role dropdown menu, select Faculty Guest
- Click on Enroll Selected Users