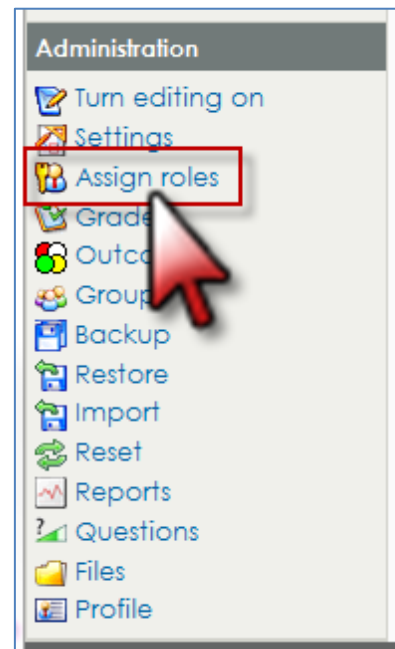


## Assign a User to a Role on GoucherLearn

Log on to GoucherLearn. Click on the title of the course to open it. Once inside the course, click on the **Assign Roles** link in the **Administration** block.



Note the users already assigned to each Role.

Click on any Role link to assign users to that role.

### **Caution:**

Be sure that students that you enroll in your course have been approved for enrollment by the registrar.

### Assign roles in Course: Res\_ED\_690\_003\_08FA?

Roles	Description	Users	
<a href="#">Course creator</a>	Course creators can create new courses and teach in them. Edited for use by CTLT Student Support team - no gradebook access	0	
<a href="#">Instructor</a>	Teachers can do anything within a course, including changing the activities and grading students.	3	Lorraine Costella James Hargest Alice Miller
<a href="#">Editing Instructor</a>	Has the same permissions as the automatically enrolled instructor	0	
<a href="#">Non-editing teacher</a>	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0	
<a href="#">Student</a>	Students generally have less privileges within a course.	0	
<a href="#">Observer</a>	Observers are tutors and other learning specialists who need access to course materials but do not participate or access grades.	0	
<a href="#">Administrator copy 1</a>		0	

[Click here to enter your course](#)

1. Type a last name in the **Search** box at the bottom of the page. Click the **Search** button.
2. Click on the name of the **Potential User** on the right that you wish to **Add** to the **Existing Users** list on the left.
3. Click on the **Add** button to move the name over.
4. Once the name has moved to the left side, click the **Assign Roles in Course** button at the bottom of the page.

The screenshot shows a user management interface with the following elements:

- Enrollment duration:** Unlimited
- Starting from:** Today (December 7, 2011)
- Existing Users (3):** Lorraine Costella, lcostella@goucher.edu; James Hargest, james.hargest@goucher.edu; Alice Miller, alice.miller@goucher.edu.
- Potential Users (2):** Search results for "bruce" showing Linda Bruce, Linda Bruce@goucher.edu and Bruce Malinowski, bruce.malinowski@goucher.edu.
- Buttons:** Add, Remove, Search, Show all.
- Assign Roles in Course:** Assign roles in Course: Res\_ED\_690\_003\_08FA
- Navigation:** Getting Started, Participating in a course, Facilitating a course, Designing a course.

Red arrows and numbered circles (1-4) indicate the steps: 1. Search for "bruce"; 2. Click on "Linda Bruce, Linda Bruce@goucher.edu"; 3. Click on the "Add" button; 4. Click on the "Assign roles in Course" button.

Check to see that the new user has been added to the correct role.

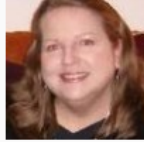
Click on any name to see their profile page.

### Assign roles in Course: Res\_ED\_690\_003\_08FA

Roles	Description	Users	
Course creator	Course creators can create new courses and teach in them. Edited for use by CTLT Student Support team - no gradebook access	0	
Instructor	Teachers can do anything within a course, including changing the activities and grading students.	4	Linda Bruce Lorraine Costella James Hargest Alice Miller
Editing Instructor	Has the same permissions as the automatically enrolled instructor	0	

A green circle highlights the names of the four users assigned the Instructor role, and a red arrow points to the "Linda Bruce" name.

## Alice Miller

[Profile](#)[Edit profile](#)[Forum posts](#)[Advanced Forum posts](#)[Blog](#)[Notes](#)[Activity reports](#)[Re](#)

Technology Coordinator for Distance Learning

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**people\_code\_id:** AM

**Courses:** Resource\_A688A Educ Assessment/Diagnosis Stud Spec Needs I (Genrl), ED 690 Master Resource\_A690A Curriculum Design, ED 686 Master Resource Foundations of Special Education AA686AA, ED 681 0012SP Cur Dev for Multicultural Society, Social and Cultural Forces Affecting Youth, Spring 2012 Theories of Development: A Lifespan Pers, Alice's Practice Course

**First access:** Thursday, July 14, 2011, 03:24 PM (145 days 21 hours)

**Last access:** Wednesday, December 7, 2011, 11:29 AM (56 secs)

**Roles:** Instructor

[Unenroll me from ED 681.002.12SP](#)

On the Profile page you will find all of the courses that the user is enrolled in or teaching.