

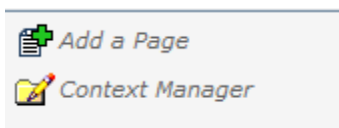
My.Wartburg... *Tips to make your teaching life easier!*

Add a Guest Faculty

Adding a guest faculty will add the faculty to the course with access to all pages and content that registered faculty have access to in the course. When adding a guest faculty, the course will appear under My Courses.

The **benefit** to this method is having the course appear under My Courses (no need to provide a link to the course).

- 1) Open My.Wartburg
- 2) Open the course
- 3) Click on **Context Manager** (left side)



- 4) Click on the Permissions Tab



- 5) Click on **Manage non-roster students and faculty**
- 6) Click on Add a Guest Faculty
- 7) Click on **Add Individual Users**
- 8) Type in the faculty's last name
- 9) Select the correct name by clicking on the name, which will be highlighted
- 10) Click on Add -->
- 11) Click OK and wait (this step can take awhile)

12) Click **Save**

13) You should see the faculty listed in the course list with "Guest Faculty" as the status

14) Click on **Exit**