

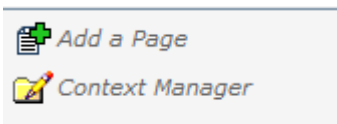
My.Wartburg... *Tips to make your teaching life easier!*

Add an SI – Add a Role

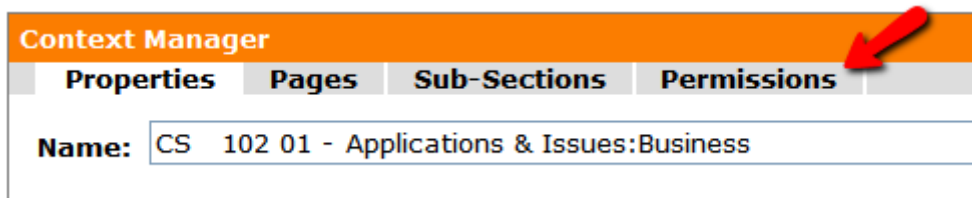
Adding a non-roster student will add the student to the course with access to all pages and content that registered students have access to in the course. The student will appear in Coursework and Gradebook but will not receive a grade as they are not officially registered in the course. When adding a non-roster student, 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). The **disadvantage** is the student appearing in Coursework and Gradebook (however, an official grade is not needed).

- 1) Open My.Wartburg
- 2) Open the course you wish to add an SI
- 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 non-roster student
- 7) **+ Add a non-roster student**
- 8) Click on **Add Individual Users**
- 9) Type in the student's last name
- 10) Select the correct name by clicking on the name, which will be highlighted

11) Click on Add -- >

12) Click OK and wait (this step can take awhile)

13) Click **Save**

14) You should see the student listed in the course list with "Non-roster" as the status

15) Click on **Exit**