Adding Staff to MyAberdeen Courses

eLearning Team, updated: February 2015
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If you have Course Coordinator or Lecturer, Tutor Administrator access to a MyAberdeen course you can add staff to that course at your role, or a role with less access rights than yourself, via the Control Panel.

To Add Staff to a MyAberdeen course via the Control Panel

- Within you course go to the Control Panel on the left hand side and scroll down to the Course Management area
- Select Control Panel > Add Staff – see Fig 1 below:

![Fig 1: Within the Control Panel select 'Course Tools' > 'Add Staff'](image)

- From the Manage Users page that opens select Add Users by Role – see fig 2 below:

![Fig 2: Select 'Add Users by Role'](image)
Note: if you have Course Coordinator access for the course you will also be presented with an option to **Remove Other Users by Role** – this option has not been activated. If you want to remove users from a course contact the elearning team at elearning@abdn.ac.uk

- Within the **Add Users by Role** page, using the 'Search where’ tool you can search the database for MyAberdeen users by **Last name, First Name, Username or Email Address**. By default **Last name** is selected in the dropdown menu but for a more precise search select **Username or e-mail** can be selected. When you have entered your search criteria select **Go**. If you are not taken automatically to a list of possible users then the system has not recognised your request, check that you have typed the information correctly, or try searching by **Last name**
- From the resulting **Select Users** page, click in the check box adjacent to the user that you want to enrol and select **Submit**
- The **Username** of the person you want to enrol should then appear in **1) Select Users – Username(s)**. Select the **Course Role** required and select **Submit** – see Fig 3 below. Note: If your role within the course is **Lecturer, Tutor, Administrator** you will not be able to grant anyone the role of **Course Coordinator** for that particular course, only Course Coordinators can do that.

![Add Users by Role](image)

**Fig 3 Select Course Role**

**Further information**
For further information on Blackboard Collaborate please email elearning@abdn.ac.uk