

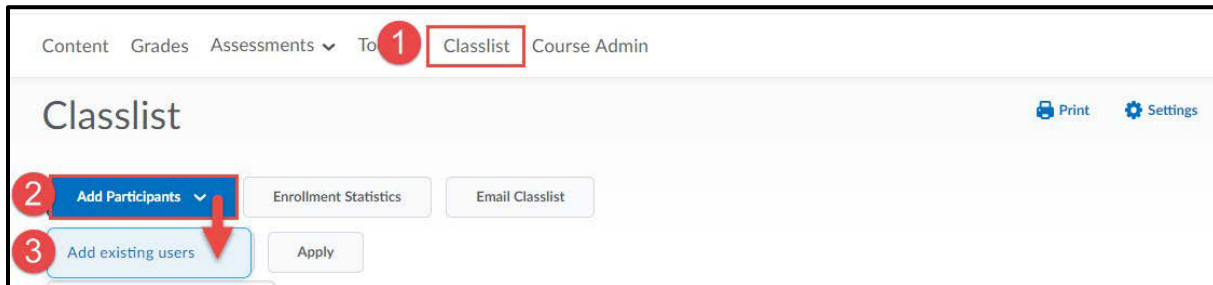


## Adding “CMU Faculty” to a Course Shell

Instructors can give other faculty access to their D2L course shells by adding them to the course shell as “CMU Faculty”. “CMU Faculty” can view the class list, view and copy content, and view the grade items. They **cannot** edit content or the gradebook and they **cannot** see individual student grades.

## Add "CMU Faculty"

1. Go the course shell where you an instructor and click on **Class list**.
2. Select **Add Participants**.
3. Click **Add existing users**.



4. Type in the name of the user you want to add.
5. Click the magnifying glass or hit enter.
6. Check the box to the left of the user's name.
7. Click the **Select a Role** drop down menu and choose **CMU Faculty**.
8. Click **Enroll Selected Users** to provide the user with access to your course.

