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.

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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 class 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.