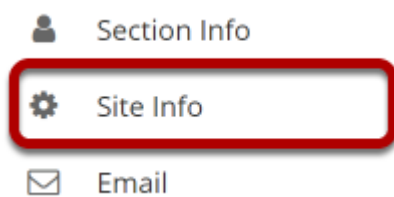


How do I change participant roles within a site?

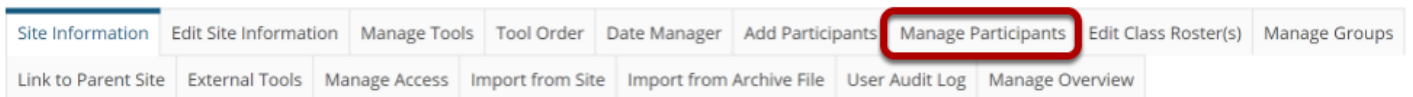
Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.


Click on Manage Participants.








Change the role from the drop-down menu in the list of enrolled participants.










Last updated: Apr 2, 2020 3:09 PM EDT

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View 

Search

Viewing 1 - 4 of 4 items     


Name 	Id	Credits	Role	Status	<input type="checkbox"/> Remove
Instructor, Demo	demoinstructor		<input type="text" value="Instructor"/> 	<input type="text" value="Active"/> 	<input type="checkbox"/>
Student 1, Demo	demostudent01		<input type="text" value="Student"/> 	<input type="text" value="Active"/> 	<input type="checkbox"/>
Student 2, Demo	demostudent02		<input type="text" value="Student"/>  Instructor Student Teaching Assistant	<input type="text" value="Active"/> 	<input type="checkbox"/>
Student 3, Demo	demostudent03		<input type="text" value="Student"/> 	<input type="text" value="Active"/> 	<input type="checkbox"/>

Search or scroll the Participant List to locate the participant. Next to the participant(s) whose role(s) you want to change, select the appropriate role(s) from the drop-down menu(s) in the **Role** column.






Click on Update Participants.










Last updated: Apr 2, 2020 3:09 PM EDT

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View 

Search

Viewing 1 - 4 of 4 items     

Name 	Id	Credits	Role	Status	<input type="checkbox"/> Remove
Instructor, Demo	demoinstructor		<input type="text" value="Instructor"/> 	<input type="text" value="Active"/> 	<input type="checkbox"/>
Student 1, Demo	demostudent01		<input type="text" value="Student"/> 	<input type="text" value="Active"/> 	<input type="checkbox"/>
Student 2, Demo	demostudent02		<input type="text" value="Teaching Assistant"/> 	<input type="text" value="Active"/> 	<input type="checkbox"/>
Student 3, Demo	demostudent03		<input type="text" value="Student"/> 	<input type="text" value="Active"/> 	<input type="checkbox"/>

Click on Update Participants button at top or bottom of list to save change(s).