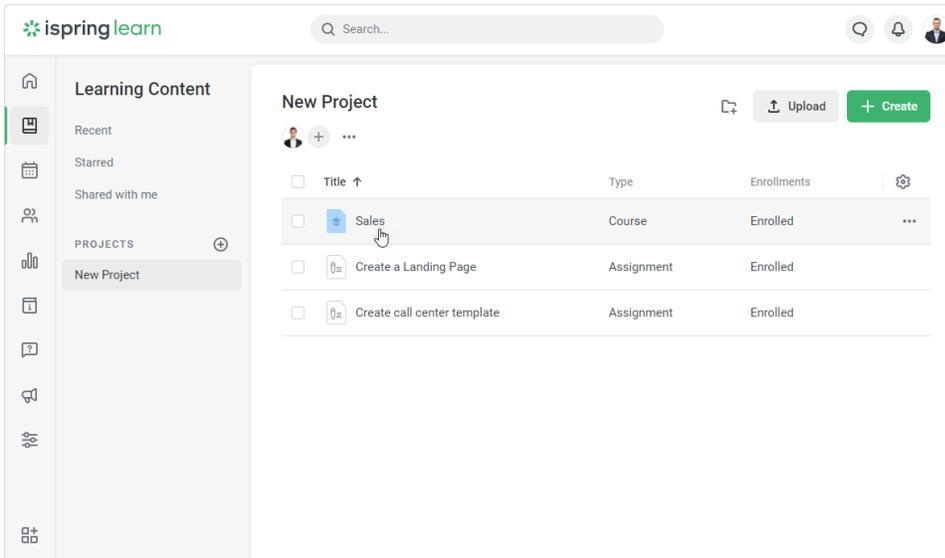


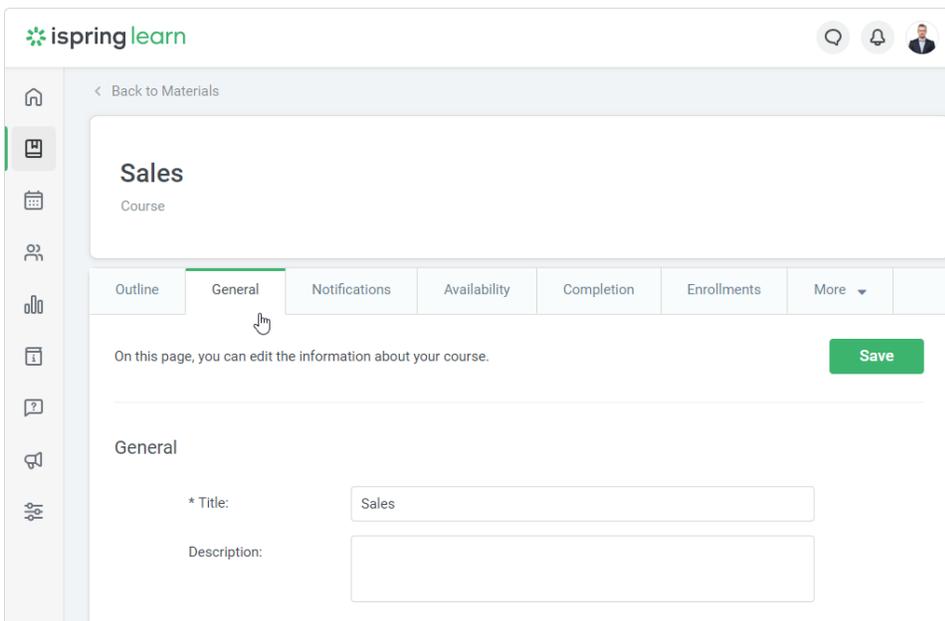
Adding an Instructor to a Course

To assign an instructor to a course:

1. In the **Courses** section, locate a course and start editing it.



2. Then, go to the **General** tab.



3. In the **Course Instructor** section, you will see a default instructor, the user who created the course. However, you can assign a new instructor.

To do this, start entering the first letters of the name, last name, or email of the user you want to make an instructor. When the system suggests existing matches, left-click to choose the name you want.

Course Instructor

Instructor:

Brian Brown (brian.brown)

Who assigns the instructor	Who can be the instructor
<i>Account Owner, Administrator</i>	Any user of the account assigned the role of <i>Administrator, Department Administrator, Course Author</i> , or a custom role.
<i>Department Administrator, Course Author</i>	Any user of the department assigned the role of <i>Administrator, Department Administrator, Course Author</i> , or a custom role.
<i>Custom role</i>	Any user of the department assigned the role of <i>Administrator, Department Administrator, Course Author</i> , or a custom role.

Only active users can be instructors.

4. Finally, click **Save**.

The screenshot shows the 'ispring learn' interface. At the top, there's a navigation bar with a home icon, a 'Back to Materials' link, and user profile icons. The main content area is titled 'Sales Course'. Below the title, there are tabs for 'Outline', 'General' (which is selected), 'Notifications', 'Availability', 'Completion', 'Enrollments', and 'More'. A green 'Save' button is visible in the top right of the content area. Under the 'General' tab, there are two input fields: '* Title:' with the value 'Sales' and 'Description:' which is currently empty.

The option to write an instructor will appear on the course launch page.

← Back to My Courses

Contact instructor ?

Have questions about training? Contact instructor
Brian Brown

Course

Sales

In Progress (50% viewed)

Outline About Course Reviews Questions and Responses

✓ Sales Management Training Page	Completed
▶ Create a Landing Page Assignment	Not Started