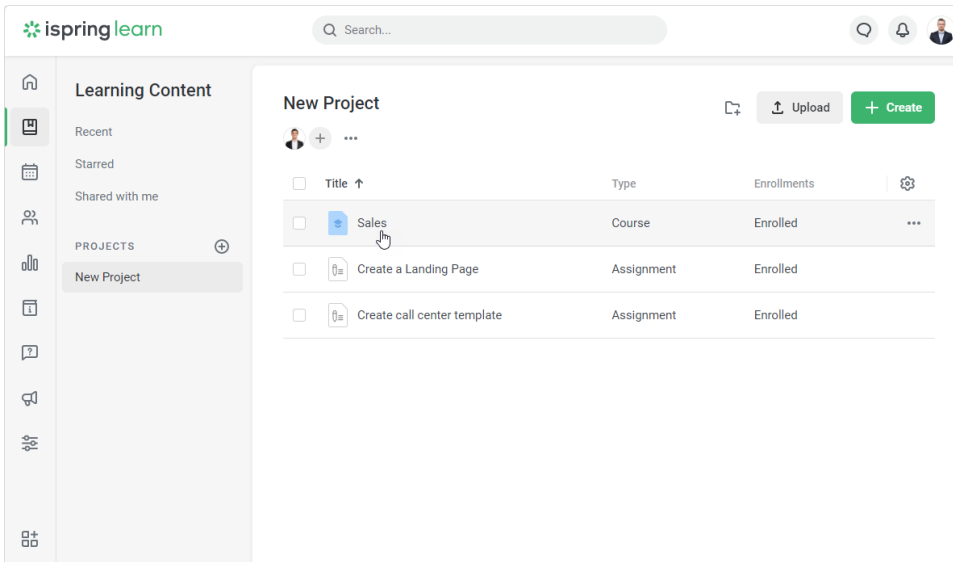


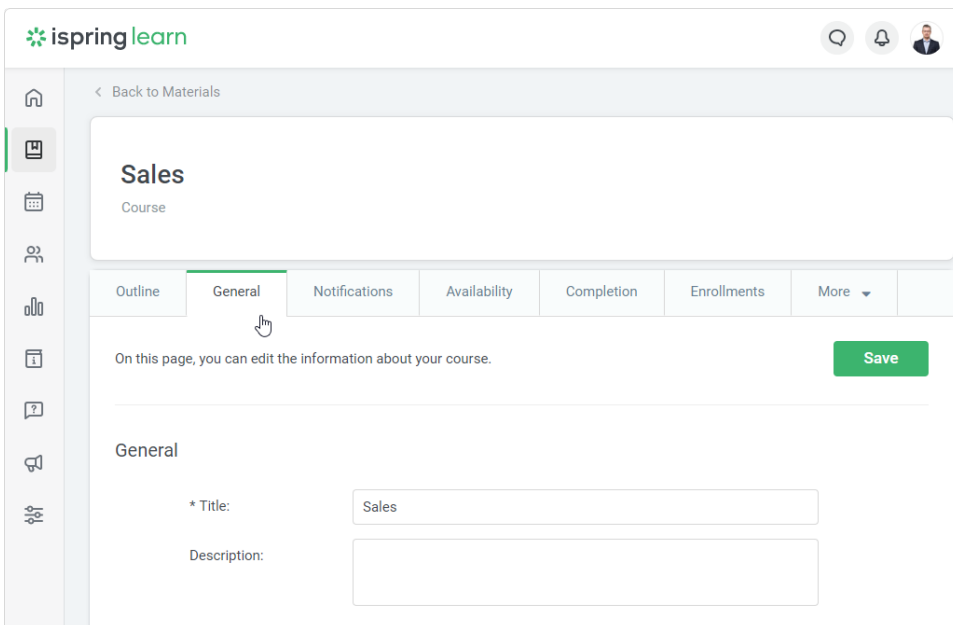
Adding an Instructor to a Course

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

 Only active users can be instructors.

4. Finally, click **Save**.







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Sales

Course

OutlineGeneralNotificationsAvailabilityCompletionEnrollmentsMore

On this page, you can edit the information about your course.

Save

General

* Title:

Description:

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

[My Courses](#)[My Trainings](#)[Catalog](#)[News](#)[Org Chart](#)

[Contact instructor](#)

[← Back to My Courses](#)

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