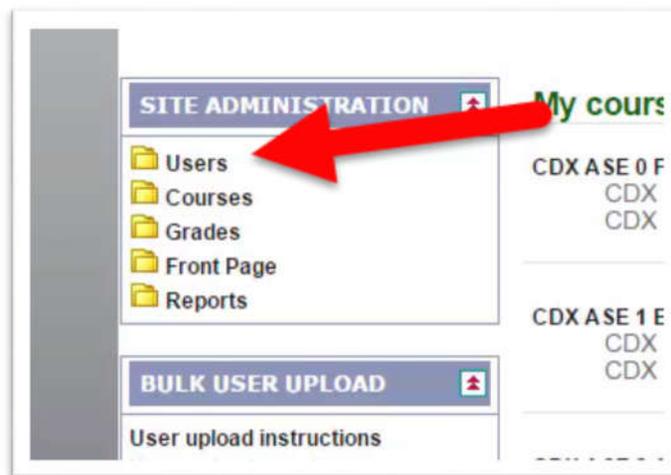
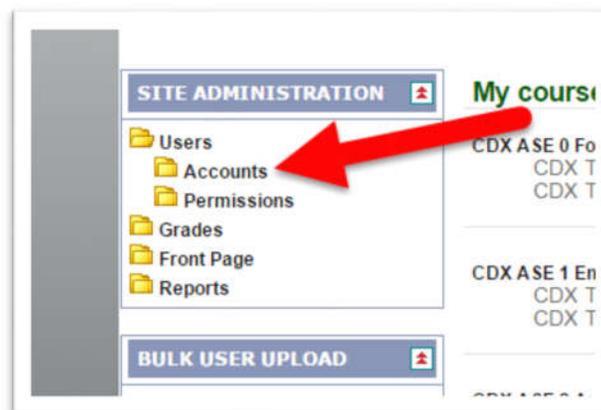


# Adding a Teacher or Assistant to your MLR2014 CDX Course

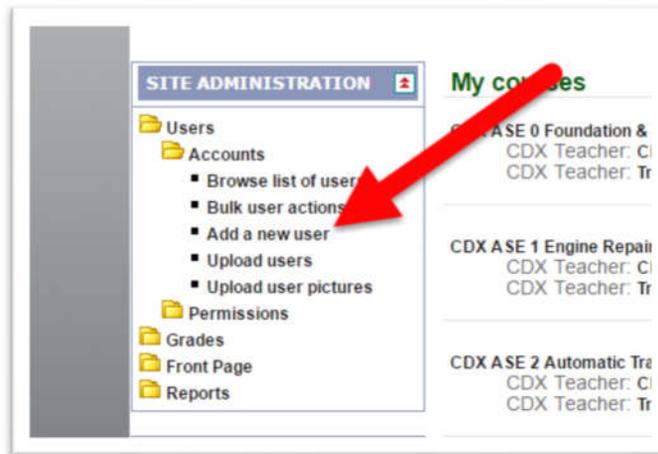
1. Navigate to your CDX Site and log in to your instructor account.
2. On the left side of the page. Find the box labeled Administration. Under the Administration box, click on the Users folder.



3. Then click on the Accounts folder.



4. Click on the Add a New User Button.



5. This will bring you to a form where you will put in the necessary information for adding an account. All required fields will have a red lettering with a red asterisk next to them.
6. The first necessary field is the Username field. Here you will fill out the username that the Teacher will enter when they log in.

A screenshot of a user registration form titled 'General'. The form contains several input fields, each with a red asterisk indicating it is required. A red arrow points to the 'Username\*' field. The fields are: 'Username\*', 'New password\*' (with a help icon and 'Unmask' button), 'Force password change' (with a help icon and a checkbox), 'First name\*', 'Surname\*', 'Email address\*', 'Email display' (with a dropdown menu set to 'Allow only other course members to see my email a'), 'Email activated' (with a dropdown menu set to 'This email address is enat'), 'City/town\*', and 'Select a country\*' (with a dropdown menu set to 'United States'). A 'Show Advanced' link is visible in the top right corner.

- The next field is the New Password Field. Here you will enter the password that the Teacher will use to log in.



General Show Advanced

**Username\***

The password must have at least 4 characters

**New password\***   Unmask

Force password change

**First name\***

**Surname\***

**Email address\***

Email display

Email activated

**City/town\***

**Select a country\***

- If you check the box where it says Force Password Change, the next time that teacher logs in, it will bring them to a page where they are asked to change their password to whatever they would like it to be.



General Show Advanced

**Username\***

The password must have at least 4 characters

**New password\***   Unmask

Force password change

**First name\***

**Surname\***

**Email address\***

Email display

Email activated

**City/town\***

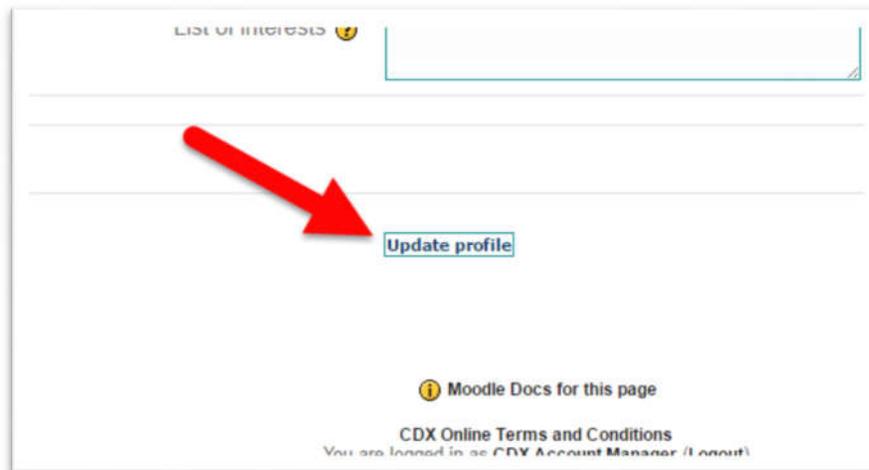
**Select a country\***

9. Then, fill in the First Name, Surname, Email Address, and City/Town fields.



The screenshot shows the 'General' section of a Moodle user profile form. A 'Show Advanced' link is in the top right. The form includes fields for Username, New password (with a note 'The password must have at least 4 characters' and an 'Unmask' checkbox), Force password change, First name, Surname, Email address, Email display (with a dropdown menu), Email activated (with a dropdown menu), City/town, and Select a country (with a dropdown menu set to 'United States'). Four red arrows point to the First name, Surname, Email address, and City/town fields.

10. Once you have filled in all those fields, scroll to the bottom of the page and click on the Update profile button to create the teacher's account.

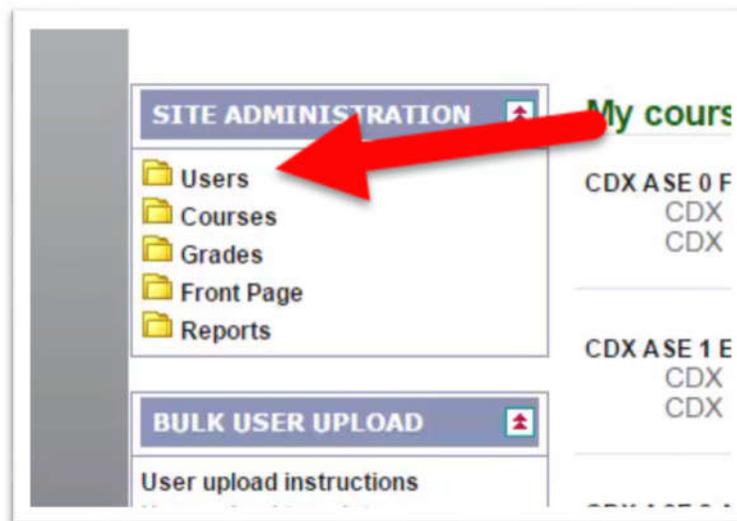


The screenshot shows the bottom of the Moodle user profile form. A red arrow points to the 'Update profile' button. Below the button, there is a link for 'Moodle Docs for this page', 'CDX Online Terms and Conditions', and a login status: 'You are logged in as CDX Account Manager (Logout)'.

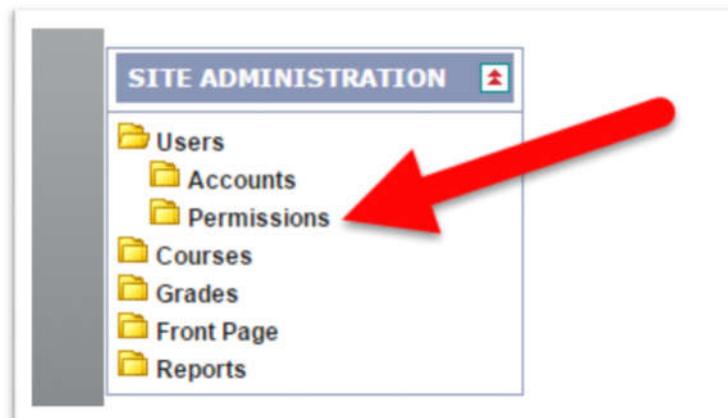
11. This will create their account with the username and password that you set for them and reload the page to a page that lists all user account in your CDX Site.

12. Although their account has been created, at this stage it will only have student level permissions. To give their account student permissions, start by find the administration box on the left side of the page.

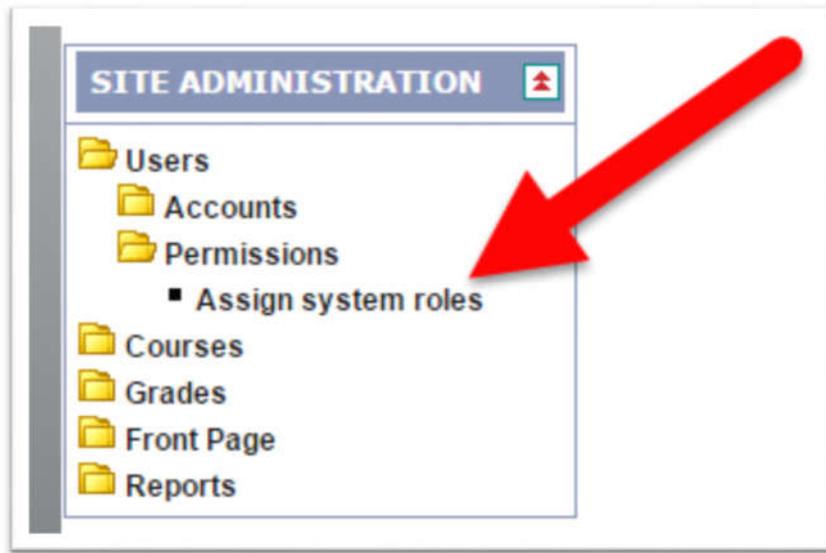
13. Under the administration, Click on the Users folder to expand it.



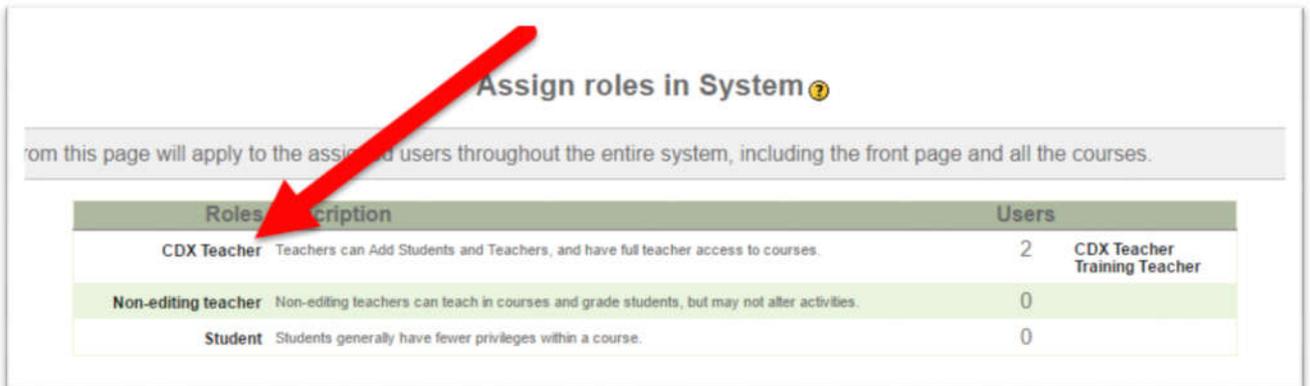
14. Then click on the Permissions folder.



15. Then click on the Assign System Roles option.

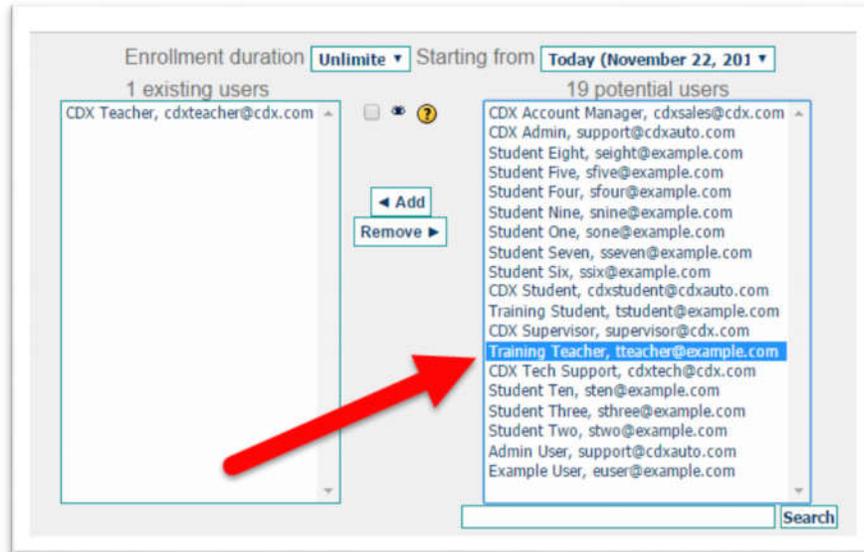


16. This will bring you to the System Roles page. Click on the bolded CDX Teacher Link.

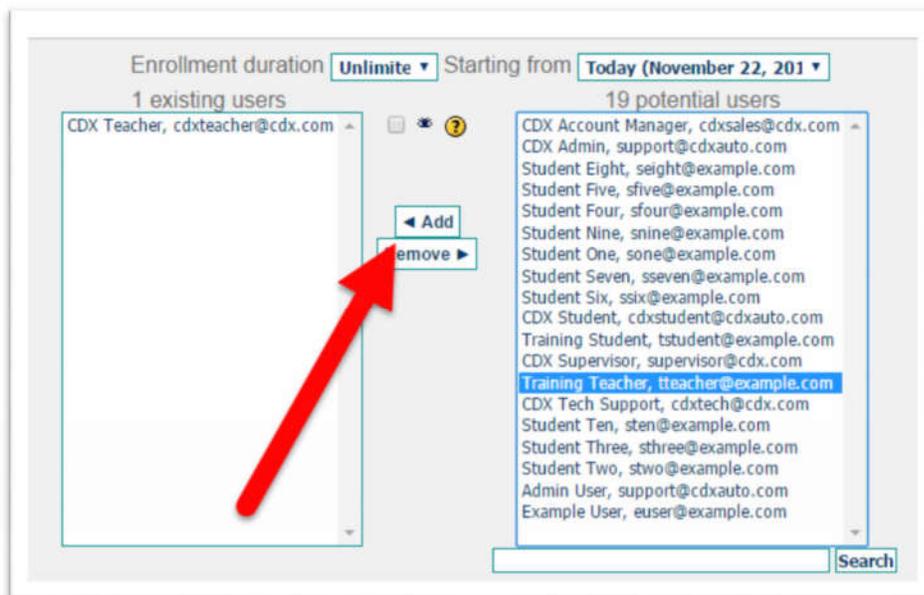


17. This will bring you to the page where you can give account Teacher permissions.

18. Find the teacher that you would like to give teacher permissions to in the list of Potential Users and click on their name to highlight them.



19. Then click the add button in the center of the page.



20. This will move their name to the list of Existing Users. Finally click the Assign Roles in System button at the bottom of the page to finalize the permissions setting. Their account will now have full teacher permissions.

