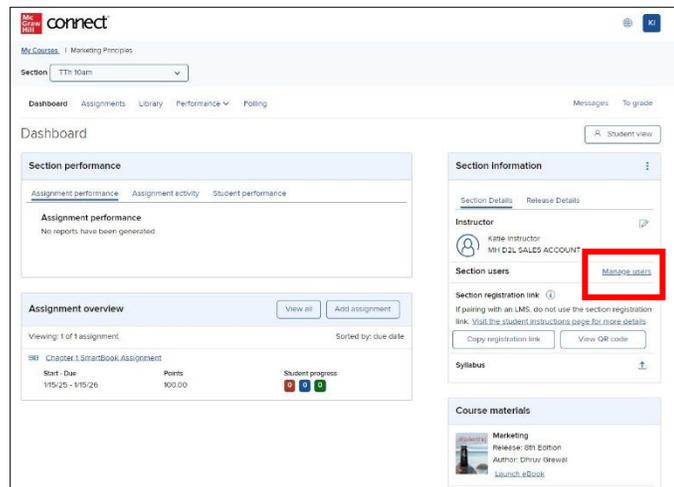


Add Multiple Instructors to Your Connect Section

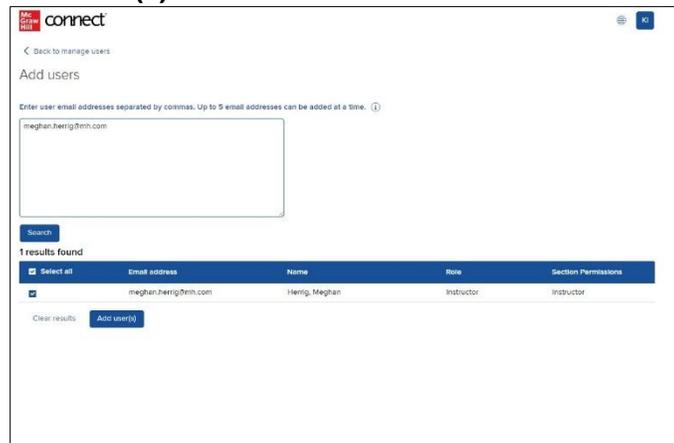
Video: [CLICK TO VIEW](#)

Occasionally you will find that you need to add an additional instructor to your section. First, make sure you have the email address of the instructor you want to add. If they do not yet have a Connect account, be sure to contact your Learning Technology Representative for assistance.

From your Section Dashboard, in the Section Information widget, click **Manage users**. Then click **Add user**.



You can add an unlimited number of instructors to a section. Type in their email addresses, separated by commas, and click **Search**. Select the person you would like to add and click **Add user(s)**.



The newly added instructor should now be visible on the Manage Users page, with their email address, role as Instructor, and Date added.

After you have added the instructor, they will be able to log in to their Connect account and see the new section on their My Courses page. They will also see their name as an Instructor on their Section Dashboard under “Section information,” along with your name.



To remove an instructor from a section, go to “Manage users” on your section dashboard. Select the three dots to the right of the date and click **Remove user from section**.



Your “Manage Users” page will no longer show any additional users.