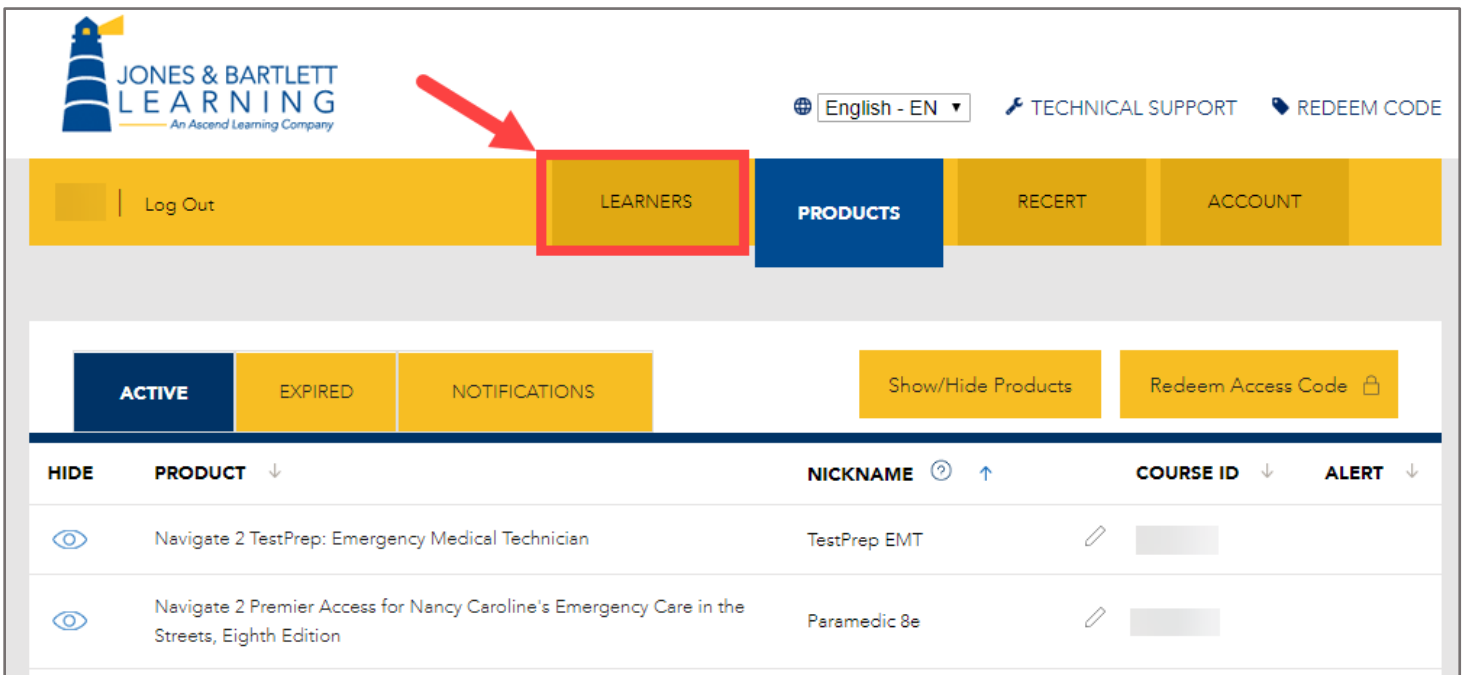


How to Add Instructors to Your Navigate Course

Each additional instructor must redeem an access code to create an individual User Account and enroll in the course ID as a student. To retrieve complimentary access codes for your staff, please contact our Technical Support Team at support@jblearning.com or call 800-832-0034 (option #5). Once they have enrolled in the course ID as a student, the course's lead instructor must then upgrade them to an instructor role from the lead's User Account.

1. Once your colleagues have enrolled in your course ID as a student, the lead instructor must navigate to www.jblearning.com and login to their account.
2. Upon logging in, click on the **Learners** tab to view a roster of your courses' enrolled users.



The screenshot shows the user interface of the Jones & Bartlett Learning platform. At the top left is the logo for Jones & Bartlett Learning, an Ascend Learning Company. To the right of the logo is a language dropdown menu set to 'English - EN', and links for 'TECHNICAL SUPPORT' and 'REDEEM CODE'. Below the header is a navigation bar with several tabs: 'Log Out', 'LEARNERS' (highlighted with a red box and a red arrow), 'PRODUCTS', 'RECERT', and 'ACCOUNT'. Below the navigation bar is a section with filters: 'ACTIVE', 'EXPIRED', and 'NOTIFICATIONS', along with 'Show/Hide Products' and 'Redeem Access Code' buttons. Below this is a table of enrolled users.

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	Navigate 2 TestPrep: Emergency Medical Technician	TestPrep EMT		
	Navigate 2 Premier Access for Nancy Caroline's Emergency Care in the Streets, Eighth Edition	Paramedic 8e		

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3. Under the **Learners** tab, locate and click on the name of the instructor you would like to promote in the applicable course ID. You may use the search field or filter options at the top of the page to help locate them. In addition, clicking a column heading will sort the roster in alphabetical order by that column.

The screenshot shows the 'LEARNERS' tab interface. At the top, there are navigation tabs: 'Log Out', 'LEARNERS', 'PRODUCTS', 'RECERT', and 'ACCOUNT'. Below the navigation is a search bar with the placeholder text 'Lookup by Access Code or Invoice #' and a magnifying glass icon. To the right of the search bar is a dropdown menu labeled 'Select Export CSV Style'. Below the search bar is a filter section with 'By Date Redeemed' (MM/DD/YYYY to MM/DD/YYYY) and 'By Product' (dropdown menu). A 'Clear Filters' button is also present. The main content area shows a table of learners with columns for 'FIRST NAME', 'LAST NAME', 'PRODUCT', and 'COURSE ID'. The first row is highlighted with a red box and a red circle around the first name 'Hector'. A red arrow points to the search bar, and another red arrow points to the filter options.

FIRST NAME ↓	LAST NAME ↓	PRODUCT ↓	COURSE ID ↓
Hector	Bellerin	Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition	
Santi	Carzola	Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition	
Mesut	Ozil	Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition	

4. Clicking on a user will display an enrollment page revealing their course access details. Under the **Product Actions** section here, you will find two options for granting the user instructor-level permissions in the course.
 - a. You may instate them as an **instructor**, granting the user the full editing rights to your course ID that you currently enjoy as the lead instructor.
 - b. Or you may promote them to a **non-editing instructor** role, providing them with read-only access to the full course without displaying as a student in the gradebook. This role is typically reserved for a Program Director, Department Chair, or course auditor.

Hector Bellerin
hbellerin@ascendlearning.com

SUBSCRIPTION DETAILS:

Product: **Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition**

Course ID: [REDACTED]

Redemption Date: **10/20/2016**

Last Visit: -

PRODUCT ACTIONS:

- Promote Student to Non-editing Instructor →
- Promote Student to Instructor →
- Unenroll Student →

5. After choosing the appropriate access you wish to grant the adjunct, click **Yes** to confirm their new role.

The screenshot shows a user profile for Hector Bellerin (hbellerin@ascendlearning.com). Under the 'SUBSCRIPTION DETAILS' section, the product is 'Navigate 2 Essentials Access for Emergency Medical Responder, Sixth Edition', the course ID is 'e35795', and the redemption date is '05/23/2017'. A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to promote this student?' with 'YES' and 'NO' buttons. A red arrow points to the 'YES' button. The background shows a list of roles with arrows, including 'Unenroll Student'.

6. Please note, the promoted individual will only display as an instructor within the course itself once they have subsequently launched the course from their account.

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