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.
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.

![Image of the Learners tab interface](image.png)

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>PRODUCT</th>
<th>COURSE ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hector</td>
<td>Bellerin</td>
<td>Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition</td>
<td></td>
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<tr>
<td>Santi</td>
<td>Carzola</td>
<td>Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition</td>
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<td>Mesut</td>
<td>Ozil</td>
<td>Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition</td>
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</tr>
</tbody>
</table>
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.

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**Hector Bellerin**

hbellerin@escendlearning.com

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**SUBSCRIPTION DETAILS:**


Course ID: [redacted]

Redemption Date: 10/20/2016

Last Visit: -

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**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.

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.