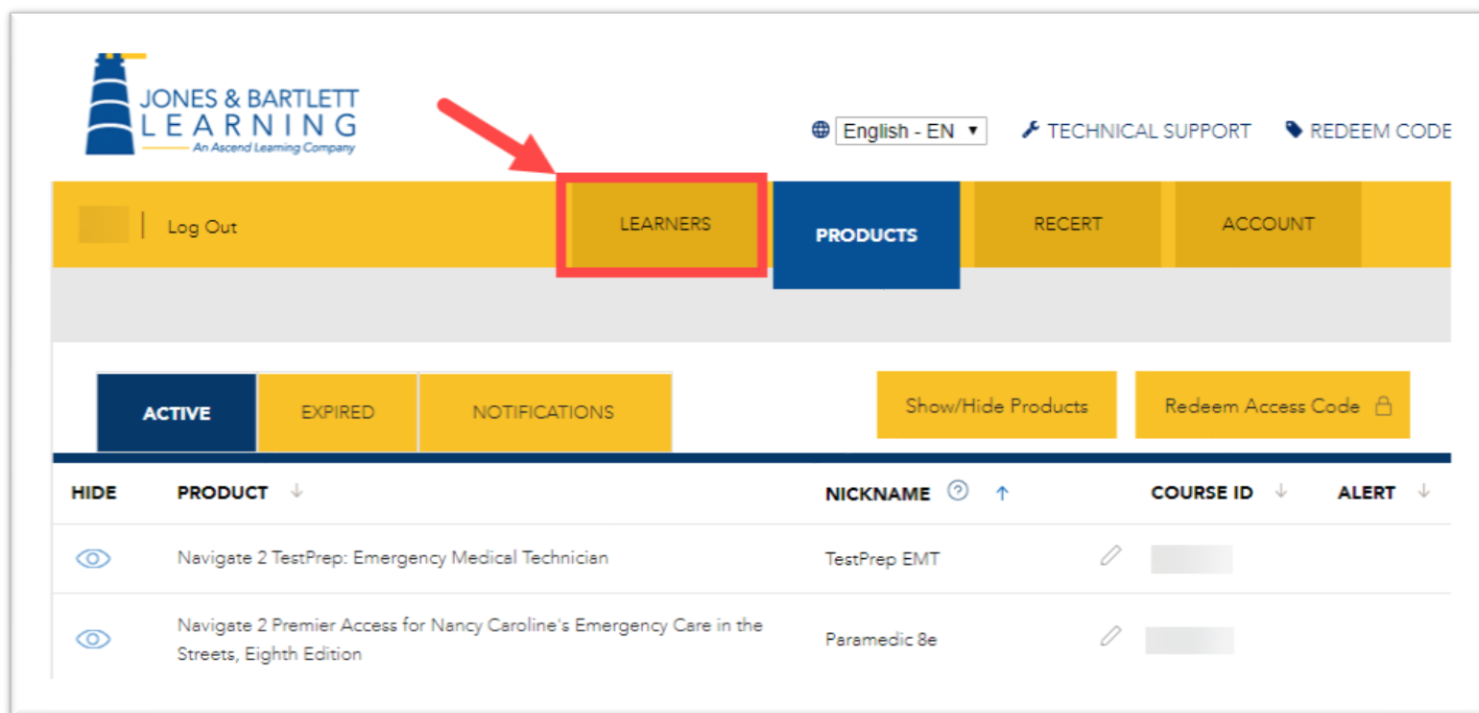


How do I add instructors to my Navigate course?

*This document provides step-by-step instructions on how to add other instructors to your Navigate course. ****Please note:** Each instructor must redeem an access code, create a User Account, and enroll in your course ID as a student first. To retrieve complimentary access codes for your staff, please contact our Technical Support Team at support@jblearning.com or dial 800-832-0034 (option #5). Once they are enrolled in the course as a student, the course administrator must then follow the directions below to grant instructor privileges to the user.*

1. Log in to your JBL User Account at www.jblearning.com.
2. Upon logging in, click on the **Learners** tab to view a roster your courses' enrolled users.

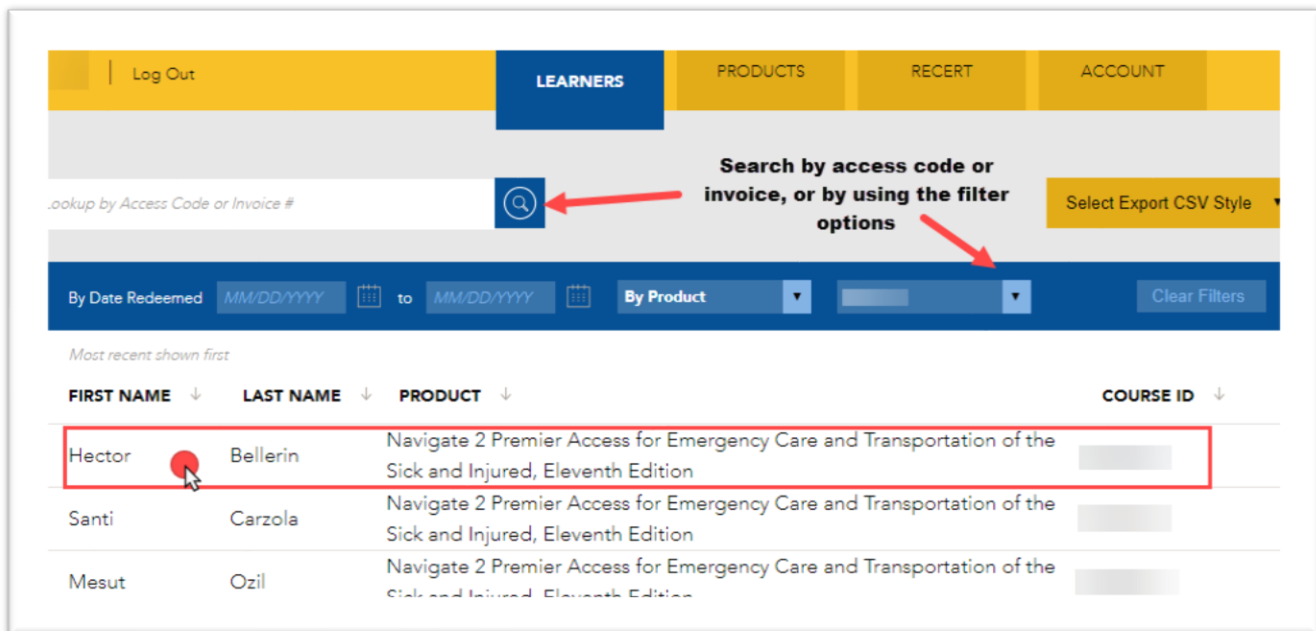


The screenshot shows the JBL Learning dashboard. At the top left is the logo for Jones & Bartlett Learning. To the right of the logo are links for 'English - EN', 'TECHNICAL SUPPORT', and 'REDEEM CODE'. Below the logo is a navigation bar with tabs: 'Log Out', 'LEARNERS' (highlighted with a red box and arrow), 'PRODUCTS', 'RECERT', and 'ACCOUNT'. Below the navigation bar are buttons for 'ACTIVE', 'EXPIRED', 'NOTIFICATIONS', 'Show/Hide Products', and 'Redeem Access Code'. At the bottom is a table with columns: 'HIDE', 'PRODUCT', 'NICKNAME', 'COURSE ID', and 'ALERT'. The table contains two rows of data.

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		

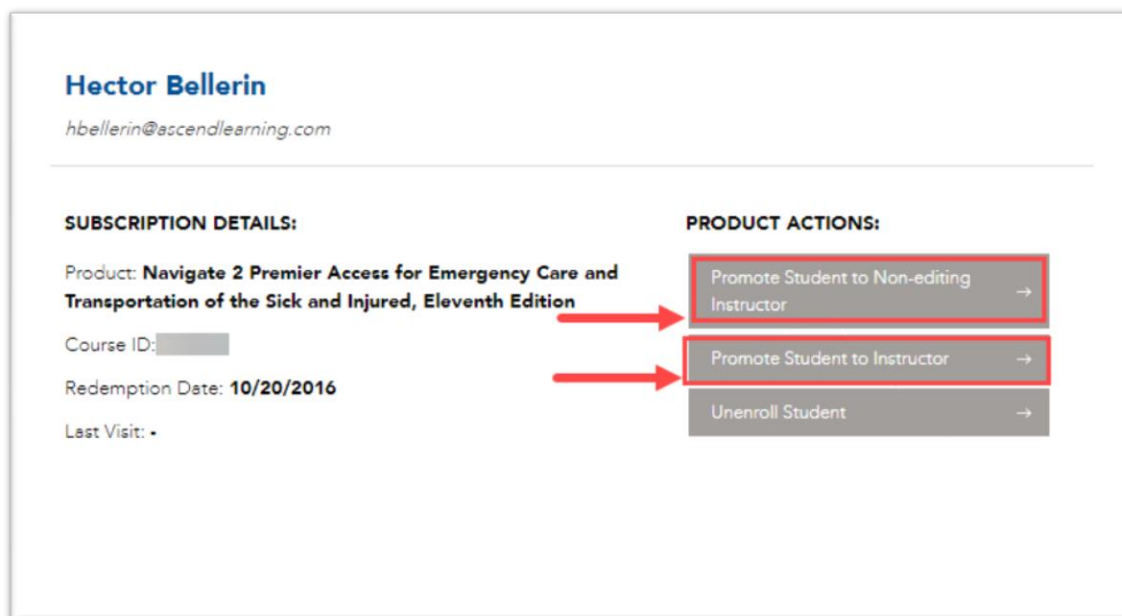
3. Under the **Learners** tab, locate and click on the name of the instructor you would like to promote in the applicable course ID. You may use the search field or filter options at the top of the page to help locate them. In addition, clicking a column heading will sort the roster in alphabetical order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

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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. Selecting a user will open a page displaying their course access details. Under the **Product Actions** section, you will find two options for granting the user instructor-level permissions in the course.
 - a. **Instructor:** this promotion will grant the same user full editing rights to your course ID that you currently enjoy as the course administrator.
 - b. **Non-editing Instructor:** this role provides full read-only access to the course without showing as a student in the gradebook. This role is typically reserved for a Program Director 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**

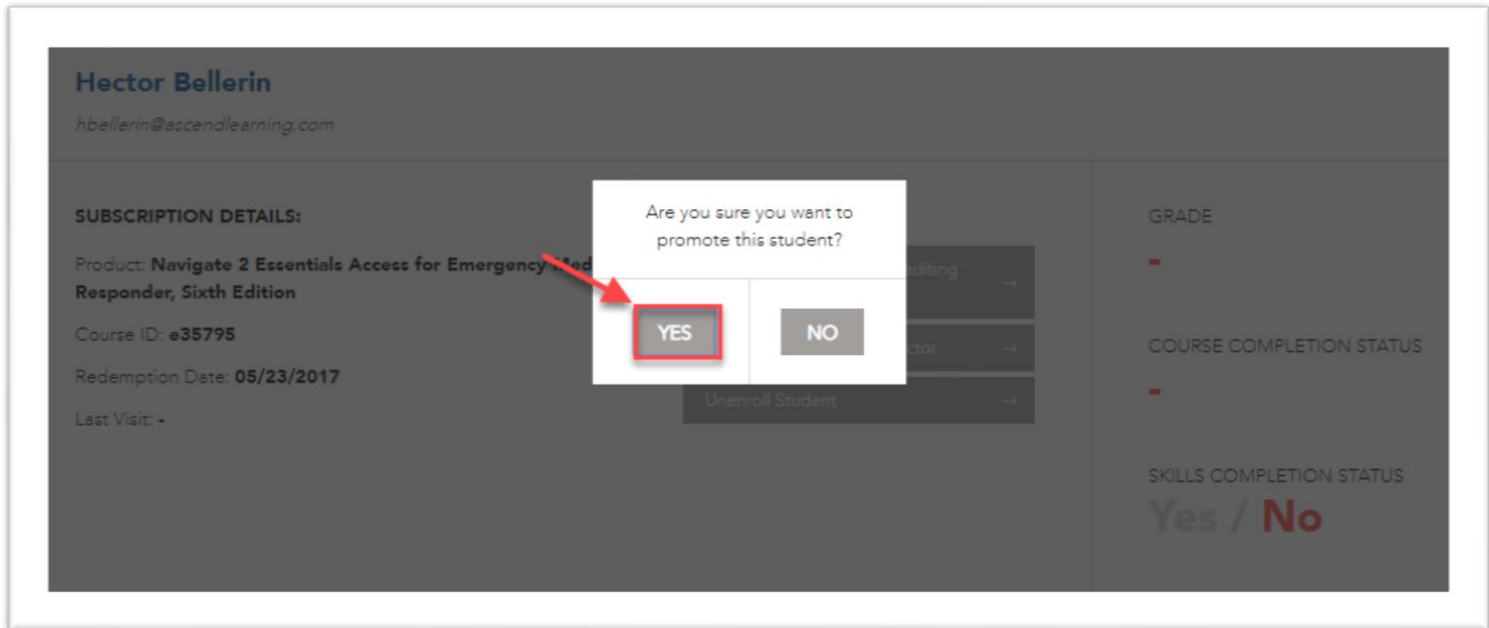
Last Visit: -

PRODUCT ACTIONS:

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

How do I add instructors to my Navigate course?

5. Click **Yes** to confirm that you want to change this user's role to an instructor in the course.



****Please note:** the promoted individual will only display as an instructor within your course once they have launched the course from their account.