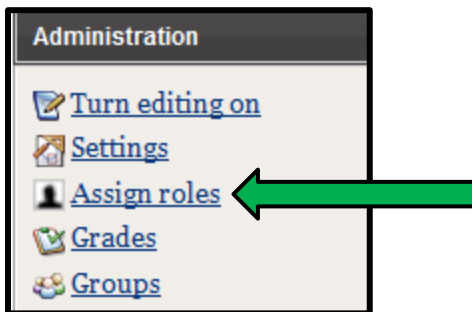


How to Grant Academic Assistant Access

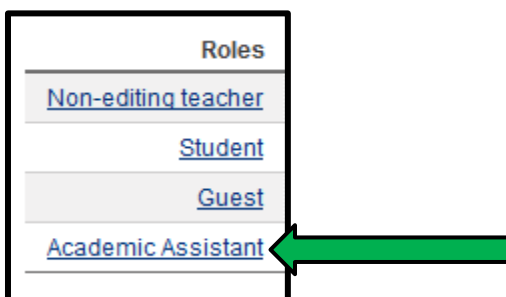
1. Login to moodle.sbts.edu.
2. Under Current Courses, select the course in which you want to grant access.



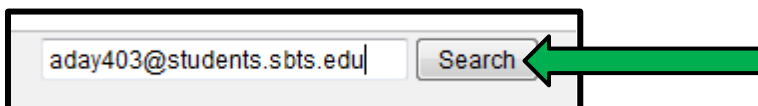
3. In the Administration block on the left-hand side of the page, click **Assign Roles**.



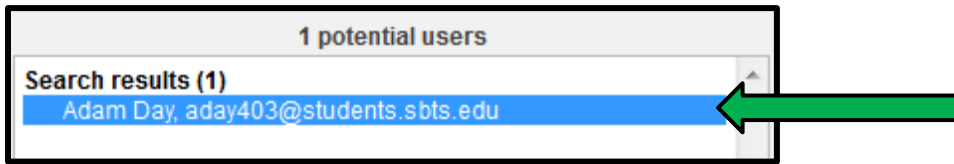
4. Under Roles, click **Academic Assistant**.



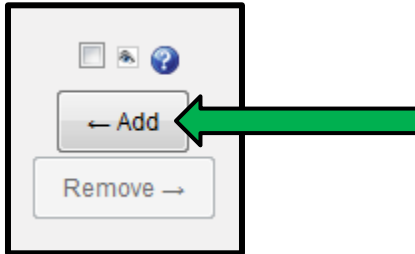
5. In the search box, enter in your Garrett Fellow's student email address and click **Search**.



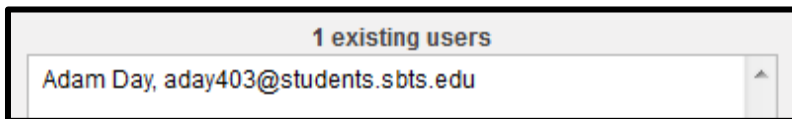
6. The user will appear under Potential Users. Select the user.



7. In the middle of the page, click **Add**.



8. Once the user appears on the Existing Users side, he has been added.



9. To return to your course, click the course link at the top of the page.

