Manually Adding and Removing Faculty

Student Success
Staff Support
Site Safety
Smart Statistics

S4

Go to a course page, and click the **Edit** tab.

See the list of faculty on the right.

Remove:
- Uncheck any faculty you want to remove from the course (they will automatically disappear from the list). **Note:** If a user is still the the data import files, they will be re-added back to the course.

Add:
- Click **Add Items** at the bottom of the list (a pop-up window will open)
- Search for the faculty by name and/or email
- Check the box next to the faculty user(s) you want to add
- Scroll to the bottom of the list and click **Submit**

Faculty

⊹   ☑ CSU Faculty (facultyhetch)

Add Faculty

Scroll to the bottom of the page and click **Save**.

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