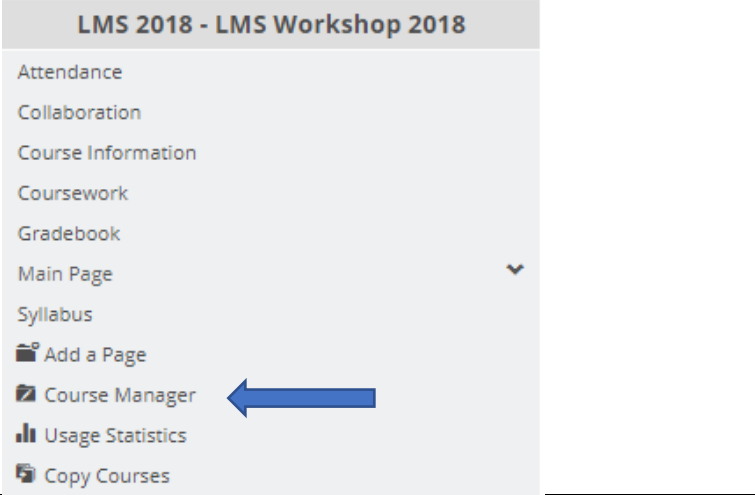
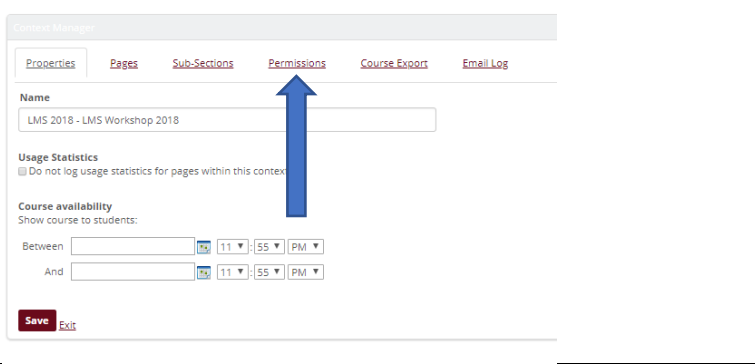
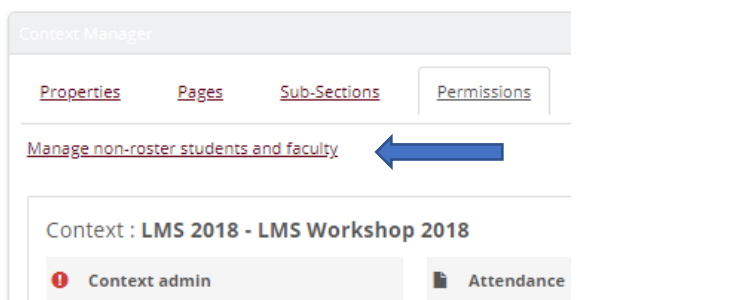
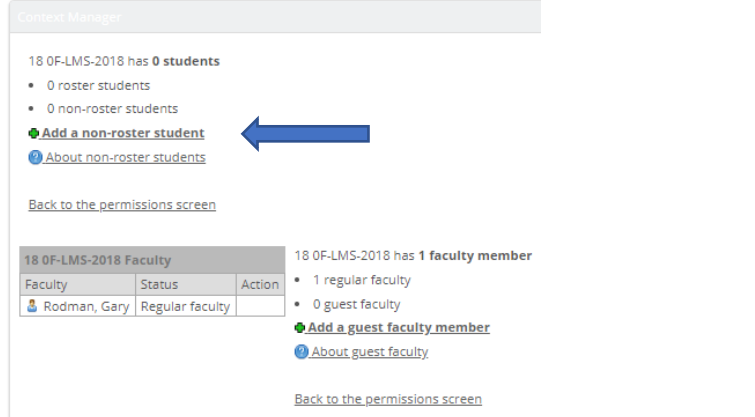


Adding Mentor Access to your LMS Pages

Revised 8/16/2018

<p>Navigate to your LMS Class. Click Course Manager</p>	 <p>LMS 2018 - LMS Workshop 2018</p> <ul style="list-style-type: none">AttendanceCollaborationCourse InformationCourseworkGradebookMain PageSyllabusAdd a PageCourse ManagerUsage StatisticsCopy Courses									
<p>Click the Permissions link.</p>	 <p>Context Manager</p> <p>Properties Pages Sub-Sections Permissions Course Export Email Log</p> <p>Name: LMS 2018 - LMS Workshop 2018</p> <p>Usage Statistics: Do not log usage statistics for pages within this context</p> <p>Course availability: Show course to students:</p> <p>Between: [] [11] [:55] [PM]</p> <p>And: [] [11] [:55] [PM]</p> <p>Save Exit</p>									
<p>Click Manage non-roster students and faculty.</p>	 <p>Context Manager</p> <p>Properties Pages Sub-Sections Permissions</p> <p>Manage non-roster students and faculty</p> <p>Context : LMS 2018 - LMS Workshop 2018</p> <p>Context admin Attendance</p>									
<p>Click Add a non-roster student.</p>	 <p>Context Manager</p> <p>18 0F-LMS-2018 has 0 students</p> <ul style="list-style-type: none">0 roster students0 non-roster students <p>Add a non-roster student</p> <p>About non-roster students</p> <p>Back to the permissions screen</p> <table border="1"><thead><tr><th colspan="3">18 0F-LMS-2018 Faculty</th></tr><tr><th>Faculty</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>Rodman, Gary</td><td>Regular faculty</td><td></td></tr></tbody></table> <p>18 0F-LMS-2018 has 1 faculty member</p> <ul style="list-style-type: none">1 regular faculty0 guest faculty <p>Add a guest faculty member</p> <p>About guest faculty</p> <p>Back to the permissions screen</p>	18 0F-LMS-2018 Faculty			Faculty	Status	Action	Rodman, Gary	Regular faculty	
18 0F-LMS-2018 Faculty										
Faculty	Status	Action								
Rodman, Gary	Regular faculty									

Click **Add Individual Users**.

Search for the student by typing the first few letters of the last name. You get a more manageable list by specifying the **Students Active** filter.

Click **Add**.

Click **Save**.

Add a non-roster student

[Add Individual Users](#)

Choose from roles in all my courses

Select Users - Google Chrome

Secure | <https://my.ripon.edu/ICS/StaticPages/UserSelectorPopup.aspx?screen=...>

Show: All users Users In LMS 2018 - LMS Workshop 2018

Select any user to view that person's details.

Search: Last name: First name:

Students Active

Selected users

Add -> <- Remove

<- Previous | More ->

OK Cancel

The person is now part of your class and will have a My Courses link to this class even though they are not enrolled in it.

Click **Exit**.

If you wish the mentor to have **administrative** access to your LMS pages (to update content for example), you can add them as a guest faculty member (see above). Note that guest faculty have access to the gradebook. It is possible to prevent guest faculty from accessing the gradebook page. See below.

Context Manager

18 OF-LMS-2018 Students

Student	Status	Action
Westberg, Eric Xavier	Non-roster	Remove

18 OF-LMS-2018 has 1 student

- 0 roster students
- 1 non-roster student

[Add a non-roster student](#)

[About non-roster students](#)

[Back to the permissions screen](#)

18 OF-LMS-2018 Faculty

Faculty	Status	Action
Rodman, Gary	Regular faculty	

18 OF-LMS-2018 has 1 faculty member

- 1 regular faculty
- 0 guest faculty

[Add a guest faculty member](#)

[About guest faculty](#)

[Back to the permissions screen](#)

Exit

Context Manager

Faculty successfully added.

18 OF-LMS-2018 Students

Student	Status	Action
Westberg, Eric Xavier	Non-roster	Remove

18 OF-LMS-2018 has 1 student

- 0 roster students
- 1 non-roster student

[Add a non-roster student](#)

[About non-roster students](#)

[Back to the permissions screen](#)

18 OF-LMS-2018 Faculty

Faculty	Status	Action
LaChapell, Tara A.	Guest faculty	Remove
Rodman, Gary	Regular faculty	

18 OF-LMS-2018 has 2 faculty members

- 1 regular faculty
- 1 guest faculty

[Add a guest faculty member](#)

[About guest faculty](#)

[Back to the permissions screen](#)

Exit

To limit guest faculty access to Gradebook, click **Permissions**, click **Guest Faculty**, then set Context Admin to **No**, then set Gradebook to **No Access**.

Context Manager

Permissions

Manage non-roster students and faculty

Context: LMS 2018 - LMS Workshop 2018

Role: Guest Faculty

Context role: Guest Faculty is context role for the LMS 2018 - LMS Workshop 2018 context

Edit	Delete	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attendance: Role Guest Faculty can admin Attendance in the LMS 2018 - LMS Workshop 2018 context

Can admin	Can view	No access
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Collaboration: Role Guest Faculty can admin Collaboration in the LMS 2018 - LMS Workshop 2018 context

Can admin	Can view	No access
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Course Information: Role Guest Faculty can admin Course Information in the LMS 2018 - LMS Workshop 2018 context

Can admin	Can view	No access
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Coursework: Role Guest Faculty can view Coursework in the LMS 2018 - LMS Workshop 2018 context but cannot edit it

Can admin	Can view	No access
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gradebook: Role Guest Faculty has no access to Gradebook in the LMS 2018 - LMS Workshop 2018 context

Can admin	Can view	No access
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Main Page: Role Guest Faculty can admin Main Page in the LMS 2018 - LMS Workshop 2018 context

Can admin	Can view	No access
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LMS 2018 - LMS Workshop 2018

- Faculty
- Guest Faculty
- Students
- + Add context role
- Global roles
- AD Auth
- Administrators
- Admissions Administrators
- Admissions Counselors
- Admissions Officers
- Advancement Administrators
- Advancement Officers
- Advisor Administrators
- Advisors
- Alumni
- Aux Services Managers
- Benefit Eligible
- Billing Info Admin
- Budget Officer
- Campus Life Administrators
- Campus Life Calendar Admin