

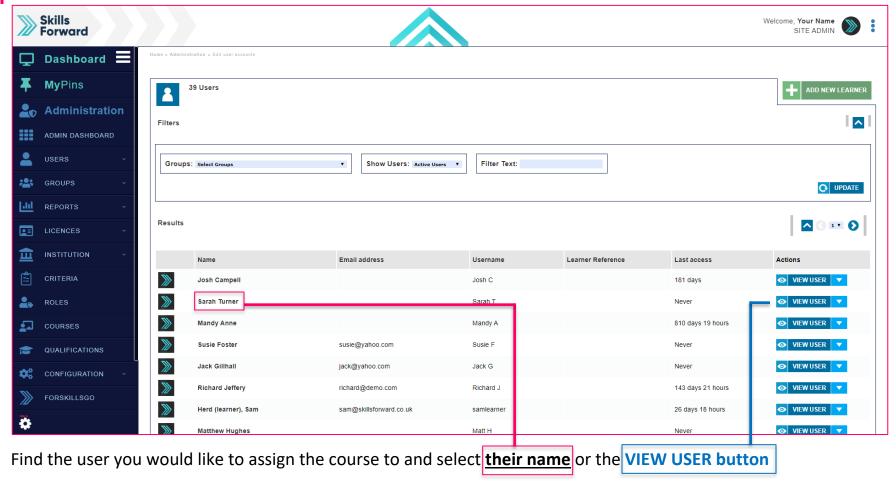
Getting to the EDIT USER ACCOUNT PAGE



Start by selecting Administration > USERS > EDIT USER ACCOUNTS

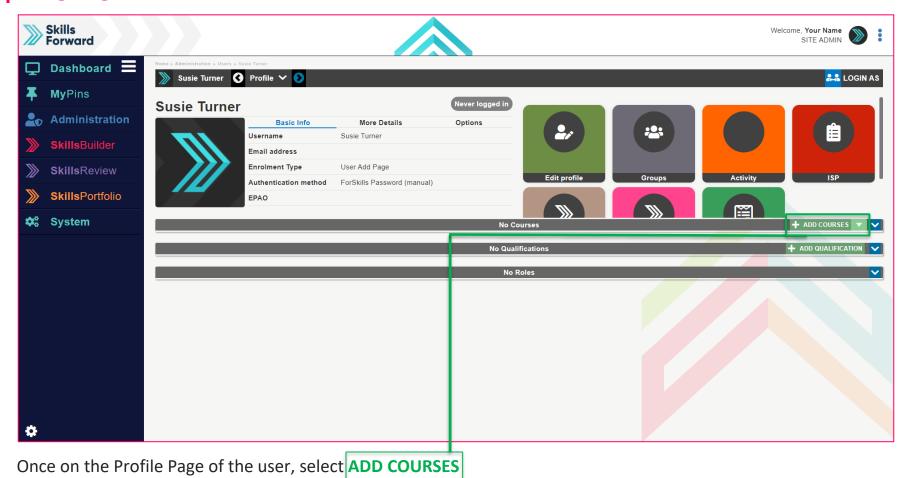


SELECTING THE USER



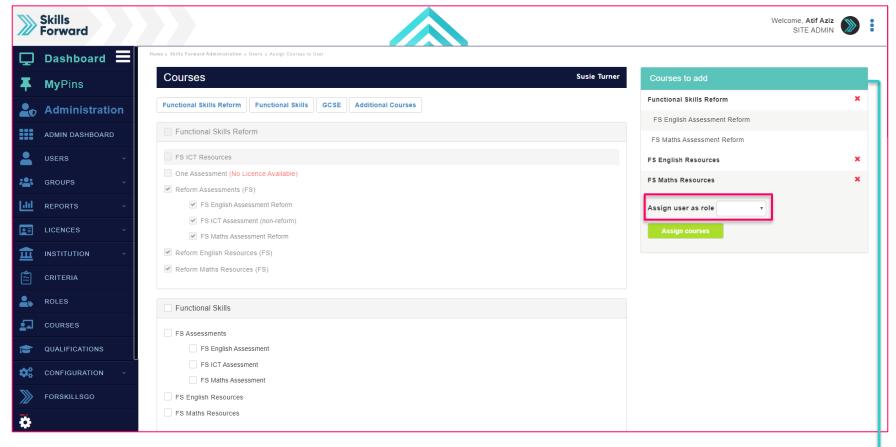


Assigning Courses from the PROFILE PAGE





Selecting the courses



Select the courses you would like to assign by <u>selecting the checkboxes</u>. You can see the courses you have added from the table <u>Courses to Add</u>

IF YOU'RE ASSIGNING FOR A COURSE TUTOR MAKE SURE TO CHANGE THE USER ROLE FROM LEARNER TO TUTOR

Once complete, select Assign Courses

END OF GUIDE

