Granting Access to Someone to Assist you with a Course Site

- Login to OWL
- Click on Worksite setup
- Click on the course in question
Click on Add Participant

Enter that person’s username and click continue

Add Participants

Add participants with existing OWL accounts (Official Participants)
These participants will be added as members of this site immediately.
Email Address or Username

Invite participants without existing OWL accounts (Non-official Participants)
These participants will receive an invitation by email. A new OWL account, based on their email
Email Address

Participant Roles
- Assign all participants to the same role
- Assign each participant a role individually

Participant Status
- Active
- Inactive

Continue Cancel
• Choose maintain and click continue

Site Info

Choose a Role for Participants

Roles

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<th>access</th>
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Participants

cs-hshoblaq(Hisham Shoblaq)

Continue  Back  Cancel

• Choose to send an email

Add participant(s) to course23421

An email can be automatically sent to the added users notifying them of the site’s availability.

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<tr>
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<th>Send Now - send an email now to users notifying them that the site is available</th>
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<tbody>
<tr>
<td>☐</td>
<td>Don't Send - do not send an email notifying new participants about the site's availability</td>
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Continue  Back  Cancel

• Click Finish

Finish  Back  Cancel