Setting up a Course Observer

This document will provide Avenue instructors with tips to control access to their courses. Situations where this will be useful are if an instructor is being coached, an instructor is being evaluated or a student instructor is joining the class for professional development purposes.

Acquiring an Avenue Observer Account

Avenue instructors must not create an account for funders, administrators and non-teachers who would like a new Avenue user account to be an observer. Observer accounts should be generated by Avenue administration.

1. Create an **email** confirming that the observer will be required to complete a form.

2. Include the link to the Avenue.ca Stakeholders Account Request form. (https://docs.google.com/forms/d/e/1FAIpQLSfN2lPP0q6ovwdClN9CTGbovGQDbPK1FW_M7QyWtbX_27_xmg/viewform)

3. In the **email**, request the observer will forward a confirmation email to you of their new account after it has been received.

4. Copy the observer's **email**.

Enrolling an Observer as a Student to Your Course

1. Go to your course.

2. In the **Navigation Drawer**, click on the **Participants** link .
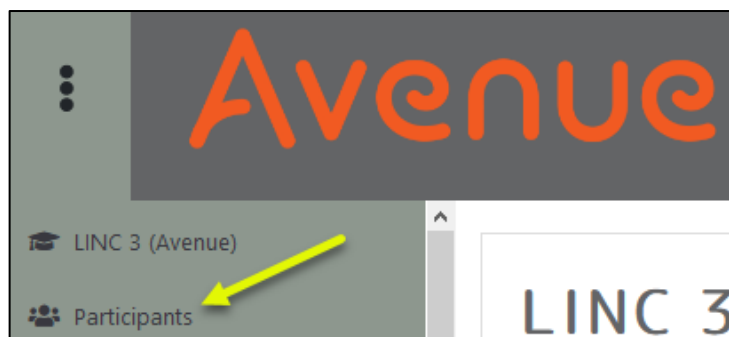
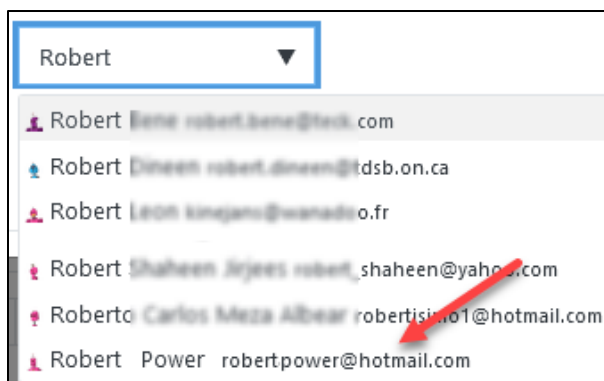3. On the **Participants** screen, click on the **Enrol users** button. ⸢Enrol users⸥
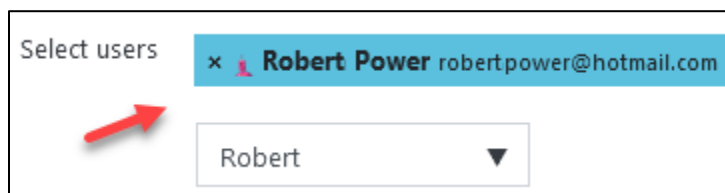   **Note**: The **Enrol users** pop-up appears.

4. Click in the **Search** textbox.

5. Type the **name** of the observer.

6. A list will appear below the name, choose the **observer's account**.

7. The Account will appear with a blue background.

8. Ensure that the **Assign role** is set to **Student**.

9. An option is to click on the **show more…** link and set date and enrolment duration limitations to this account.

10. Click on the **Enrol users** button.   ⸢Enrol users⸥

Note: The observer's student account is displayed in the **Participants** list.

Changing the Observer to Non-Editing Teacher on Your Course
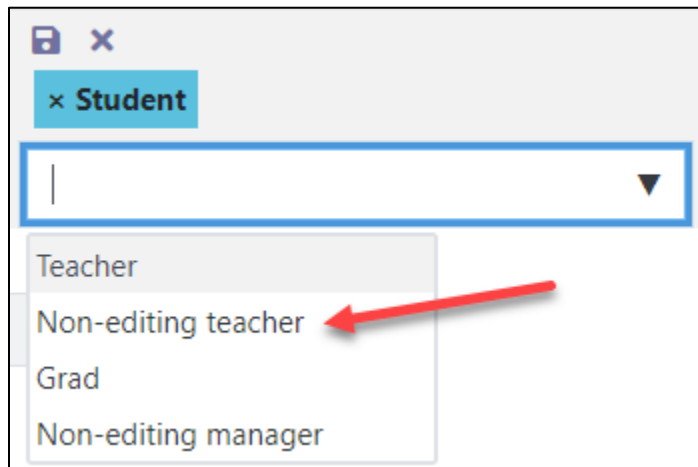
1. Click on the current role in the **Roles** column.
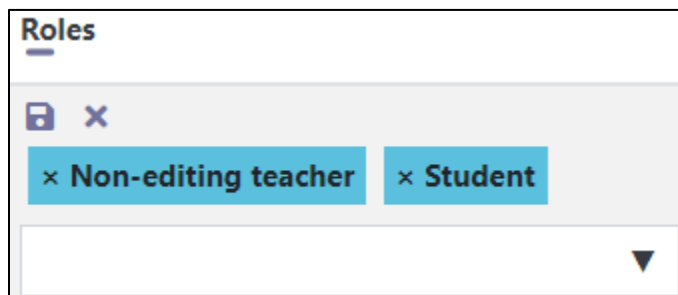

Note: The current role appears, highlighted in blue.

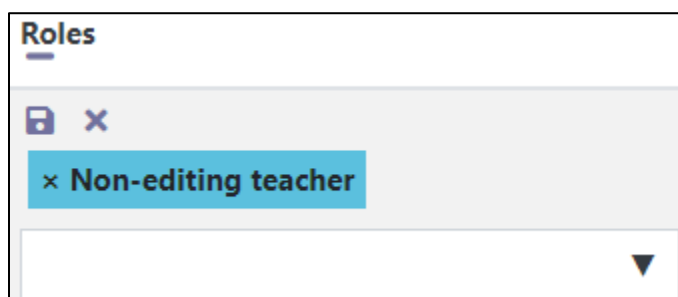2. Click on the **drop-down box**.

3. Choose another **role** from the drop-down list, in this case **Non-editing teacher**.

Note: The current and new roles appear, highlighted in blue.

4. Click on the **X** beside the older role.


Note: The older role disappears.

5. Click on the **Save** (disk) icon.

6. The new role appears

Unenrolling an Observer from Your Course

1. Go to your course.

2. In the **Navigation Drawer**, click on the **Participants** link.

3. On the **Participants** screen, locate the observer's account row and click on the **Unenrol (trash can)** icon.

Note: The **Unenrol** pop-up appears.

4. Click on the **Unenrol** button.

The observer is unenrolled from your course.