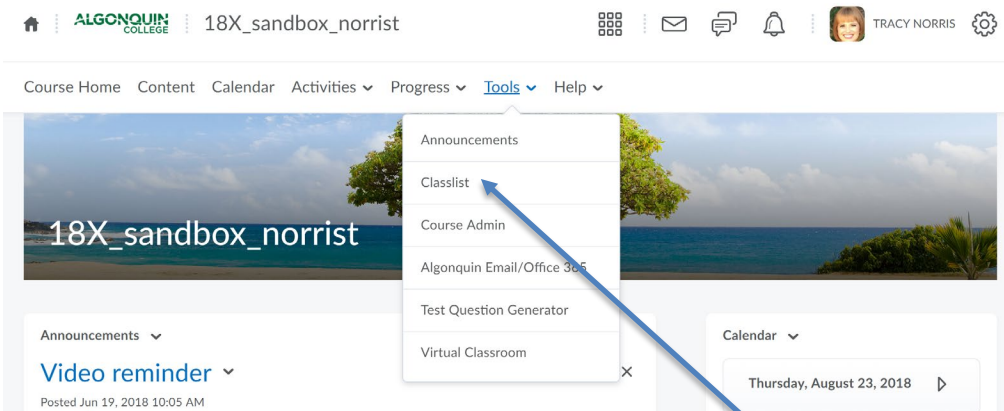**ADDING A DUAL CREDIT SUPPORT TEACHER TO YOUR BRIGHTSPACE**
A guide for College Faculty

Steps:

1.) The Office of Academic Partnerships will request a Contractor College IT account for each Dual Credit Support Teacher (DCT) – for Team-taught sites, the DCT is your partner High School Teacher.

2.) The Office of Academic Partnerships will forward an email to the DCT containing their College username and password (contact dualcredit@algonquincollege.com if this email has not been received). Within 48 hours of the account generation, the DCT should be searchable to add on Brightspace.
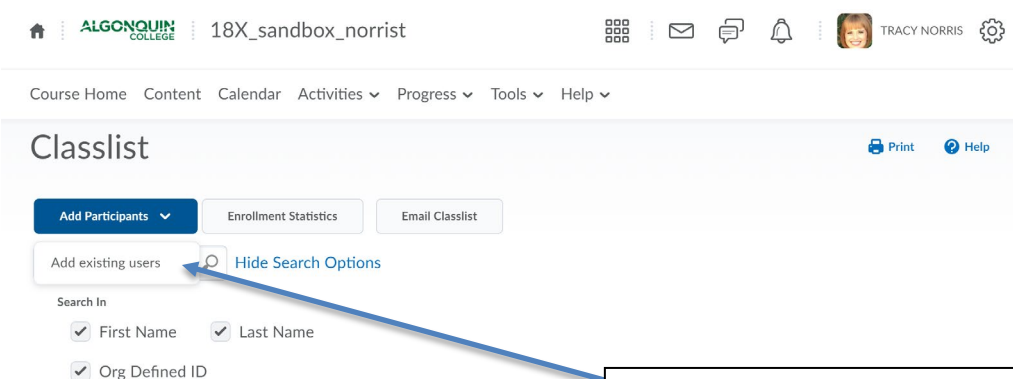
3.)

On the *Course Home* page click on *Classlist* under *Tools*

4.)

Select *Add existing users* under *Add Participants*

5.)

Enrollment Options

Set all roles to: -- Select a Role -- [▼] [Set all roles]

Send: ☐ Send Enrollment email

Add Existing Users

| Kathy Deugo | 🔍 | Hide Search Options

Search In
☑ First Name   ☑ Last Name
☑ Org Defined ID

-- Select a Role --
Observer/SSS
Teacher Assistant
CCOL SSS
View Only including Grades
Designer
Instructor
Learner
Guest

1 Search Result   Clear Search

✉ Email

☐	Last Name, First Name	Org Defined ID	
☐	DEUGO, KATHY	051037	-- Select a Role -- [▼]

20 per page [▼]

[Enroll Selected Users]   Cancel

a.) Type in the name of the DCT and click on the magnifying glass to search

b.) When their name appears under results, you can *Select a Role* for them – we actually have a Dual Credit Teacher role so they can see all the information to support the student

c.) Then click on *Enrol Selected Users*

6.) After this is done, the next time the DCT logs into Brightspace, they should see your class and have access based on the role you selected for them!

Questions? Problems? Issues?

Email dualcredit@algonquincollege.com