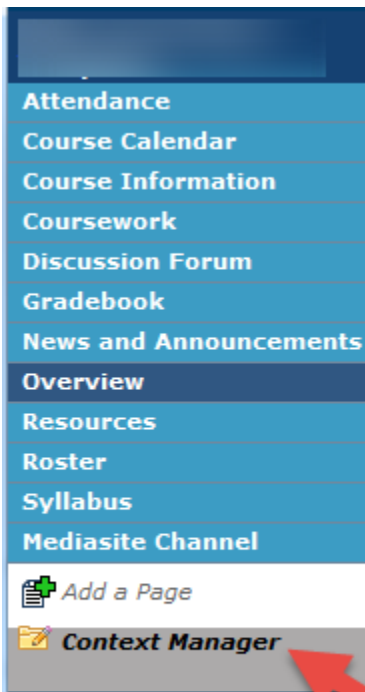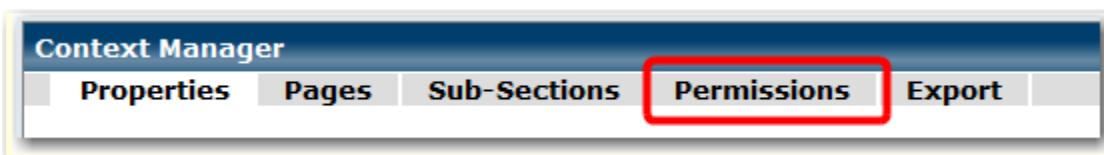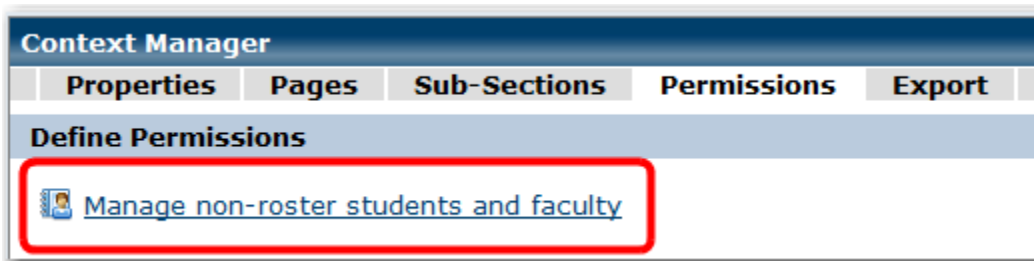# To add guest faculty:

1. Go to the class you want to give permissions for
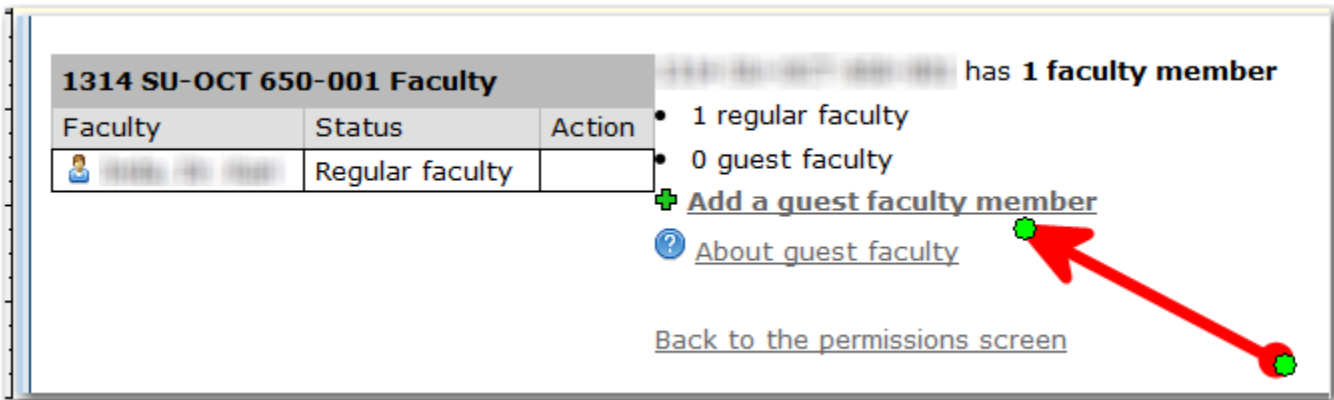2. Go to Context Manager (on the left side of your class page)

3. Go to Permissions tab

4. Click on Manage non-roster students and faculty link on the top of the screen

5. Scroll down and Click on Add a guest faculty member:

6. Click on Add Individual Users link on the top of the next screen

7. Add guest faculty member(s) (one by one).
   a. Start typing the last name in the Search area
   b. Find the right person and click on Add button
   c. After you added everybody, make sure you have all names in Selected Users window on the right.
   d. Do not forget to click OK button at bottom right corner when you finish adding guest faculty member(s)
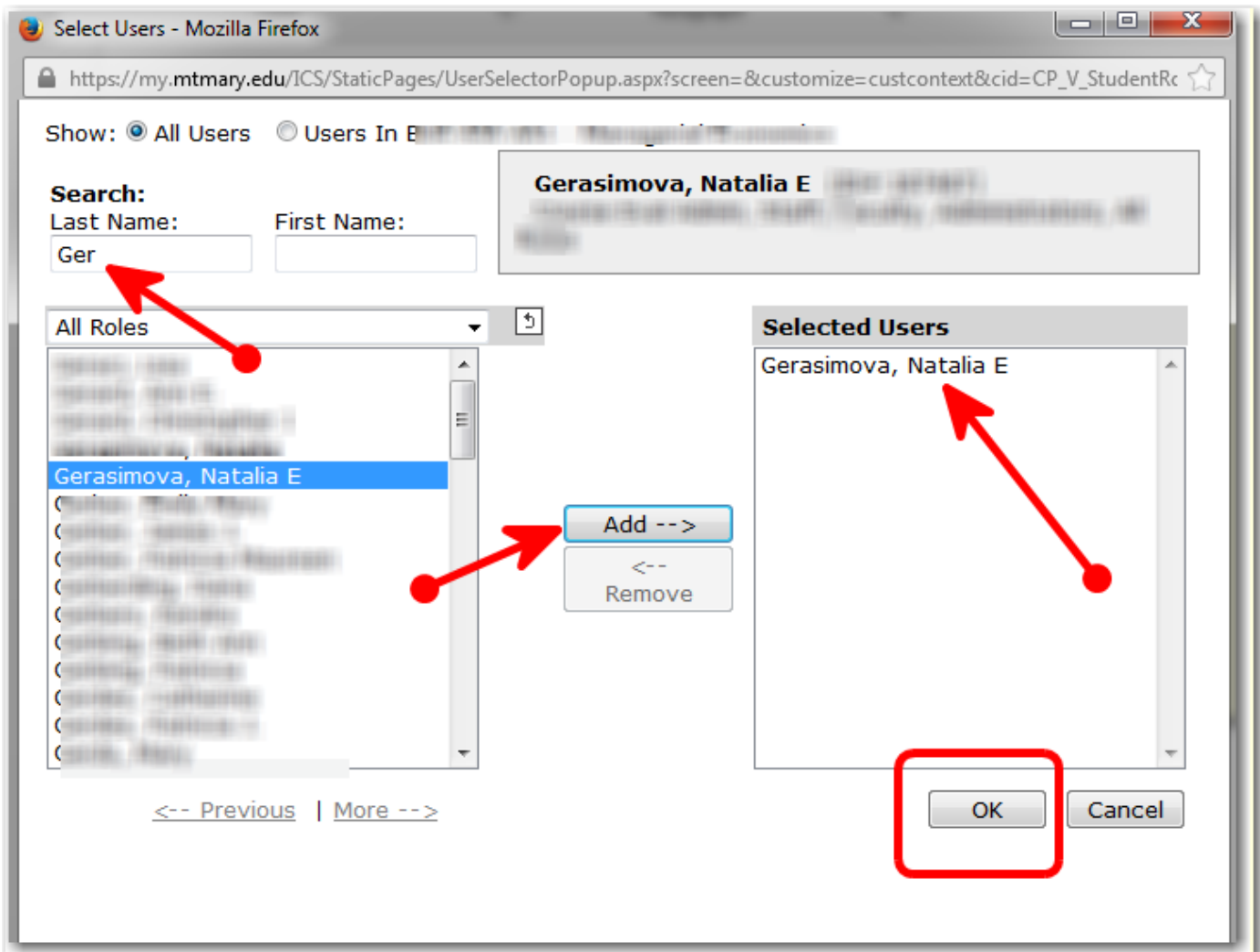
8. Click Save on the next screen
    a. Make sure that you see added guest faculty member(s) in Context Manager. They will be marked as Guest Faculty.
9. Click Exit on the next screen

By default, Guest faculty members are given admin rights to your class. Go back to Permissions tab if you want to change those rights to viewing rights only.