

Identify which schools your high school facilitators are located

Once high school facilitators have submitted a special form to the college, their names will be added to your Participants link (and Class List) on the Course Dashboard in your OpenLMS course. In order that they can only see their students information (grades, reports, etc.) you need to place them and their students into a special school group using the [Groups feature](#) in OpenLMS. Then you need to make some [Settings](#) changes so the facilitator can only see information from their school group.

If you don't know which school a facilitator is from, read the information below.

Although you do receive emails with lists of high school facilitators and their schools once they are added to your course, it can get a little burdensome to keep up with the emails.

A quicker way is to look at the profile of each facilitator once they are added to your course. Use one of these methods: Participants or Class List method

Method 1 using the Participants link

Click your **Course Dashboard** located below the Course Contents area on the home page of your course.

Click the **Participants** button.

Locate those participants whose role is "Non-editing teacher." (Those are your high school facilitators.)

First name / Last name	Email address	Roles
SA Sofia Alatorre-Pineda	alatorrepineda.s@bulldogsmail.com	Student
MA Mia Alatorre-Pineda	alatorrepineda.m@bulldogsmail.com	Student
MA Melanie Alls	melanie.alls@region16.net	Non-editing teacher
SB Shadi Buchanan	sbuchanan@valleypatriots.com	Non-editing teacher

User details
Edit profile
Email address
melanie.alls@region16.net
Country
United States
City/town
Kelton, TX
Timezone
America/Chicago

If you can't tell which school they are with from their email address (such as one with a "region16" address), click their name in the First name/Last name column to open their profile and see which city they live in. That will usually give you the information you need.

Method 2 using the Class List

Create a new section Course Dashboard

Course Dashboard

- Course settings
- Open Grader
- Gradebook
- MA SA PS 69 Participants
- Open Reports
- Open Reports (experiment...)
- PLD

On the Class List locate those with an (Nt) beside their name. (Those are your high school facilitators.) Click on their name which brings up their profile including their email address and

Click your **Course Dashboard** located below the Course Contents area on the home page of your course.

Class List

- Melanie Alls (Nt)
- Shadi Buchanan (Nt)
- Darren Hefley (Nt)
- Shelley Keys (Nt)
- Zachary Kidd (Nt)
- Misty Withee (T)

Upcoming events

- Chapter 3 Assignment is due Tomorrow, 11:55 PM
- Chapter 3 Quiz closes Tomorrow, 11:55 PM
- Chapter 4 Quiz opens

User details

- Edit profile
- Email address** melanie.allis@region16.net
- Country** United States
- City/town** Kelton, TX
- Timezone** America/Chicago