

## PROCEDURE FOR GETTING TUTORS ACCESS

The following procedure explains how to give tutors hired by Coastline access to a Seaport course for the purpose of assisting students.

1. The faculty member teaching the course, Student Success Coordinator, or staff member will send an email (from their Coastline email account) stating that they give permission for \_\_\_\_\_ (name of tutor) to have student level access to their course.
  - a. The email must include the course name, CRN, and term.
  - b. The email should be sent to: ID-Team@coastline.edu
2. The faculty member, Student Success Coordinator, or staff member submits a Help Request stating that \_\_\_\_\_ (name of tutor) be given access to the course.
  - a. The request will include the tutor's first and last name, StudentID#, and school email address, and **duration of access**.
  - b. If the tutor is not a student, then provide their Employee C# (from Banner) and an email address.
3. Once the access has been granted, the person submitting the Help Request will receive an email that the request has been completed. It is this person's responsibility to **notify the tutor and explain how to access the course** (see "How Tutors Access the Course" below).
4. **A Help Request will need to be submitted before the end of the term** asking that the tutor be "dropped" from the course. The person who made the tutor access request should submit this request.
  - a. If the tutor is not removed from the course **their grades (or lack of grades) will be included in the SLO reports for the course.**

## COURSE ACCESS LEVELS

### STUDENT LEVEL

Student level access means tutors will be able to see all parts of the course website, the same as a student enrolled in the course. In student access level tutors can see what the assignments are, have access to view lesson content, view assessment due dates, read discussion forums, etc. **With student view access they can also post to the discussion forum and take quizzes.**

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## INSTRUCTOR LEVEL

Instructor level access is for tutors that need access to students' grades and quiz results in addition to the student level access explained above. **Instructor level access allows tutors to change students' grades and delete course content.** With this level of access students will see the tutor's name, email, and personal profile in the course "Instructor Profile" section. The tutor's name will also appear in the Seaport course as an instructor.

**The tutor should use utmost caution with this level of access.** The tutor needs to be aware of FERPA guidelines since they will have access to grades, StudentID#,s, and email addresses. Also, the faculty member teaching the course should understand the access level that their tutor will have.

## HOW TUTORS ACCESS THE COURSE

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### STUDENT LEVEL ACCESS

You have been granted student level access to the course. Follow the steps below to access the course.

1. Go to the Coastline College website at <http://coastline.edu>
2. Click **Seaport** (top of screen, to the left of "Faculty & Staff")
3. Click **Log In**
4. Enter your school email address and Seaport password –or–  
Click **Login with your MyCCC username and password** and then enter your MyCCC username and MyCCC password
5. Click **Login**
6. Click **Online Courses**
7. Click the course to enter the course website

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### INSTRUCTOR LEVEL ACCESS

You have been granted instructor level access to the course. Follow the steps below to access the course.

1. Go to the Coastline College website at <http://coastline.edu>
2. Click **Seaport** (top of screen, to the left of "Faculty & Staff")
3. Click **Log In**

4. Enter your school email address and Seaport password –or-  
Click **Login with your MyCCC username and password** and then enter your MyCCC username and MyCCC password
5. Click **Login**
6. Click **change role** (upper-left by edit profile)
7. Click **Coastline Community College – Faculty**
8. Click **Courses I’m Teaching**
9. Click **Online Courses**
10. Click the course to enter the course website.
11. Unless you need instructor level access, go to student view by clicking on Viewing as **Student** (upper-left below “edit profile”)

#### QUESTIONS OR COMMENTS

If there are any questions about this procedure or if changes are needed, please email the Instructional Design Team at: [ID-Team@coastline.edu](mailto:ID-Team@coastline.edu) or contact Daniel Pittaway, Student Success Center.