

## How to Request for Faculty Access to Your Course

If you want to grant another instructor access to your course, please send an email from your Rhode Island College email account to [helpdesk@ric.edu](mailto:helpdesk@ric.edu) in the following format.

**Subject line:** REQUEST FOR FACULTY ACCESS TO COURSES

I, (name of professor) give (name of professor) access to my course (eg. SPRING2011, BIOL252,Sec10) as:

Course builder (no access to gradebook) or  Instructor (grade book access)