Adding Your Mentor to Your Class List in MyUH

Aloha All,

For instructors who would like to add their mentor to their English 100 class list in MyUH, below are instructions. These instructions include screen captures from one of my own courses, English 308, so I have blotted out names of students for anonymity. Your screens should include the list of students as it appears in your roster.

1. **Log in to MyUH.** Your screen should look like this:

![MyUH welcome screen](image1)

2. **Click on the My Tools tab just under your name.** You will then see the list of courses you are currently teaching.

![My Courses](image2)
3. **Click on your English 100 course.** (In my case, I clicked on the "308-001" tab shown above.) Doing so should display your basic **Course Info** to the right. In the example below, you can see my basic **Course Info** for Technical Writing.

4. **In the left-hand column, click on the Members page.** (You can see that I have done so in the screen shot above because it is **purple** rather than **blue.**) Doing so should bring up the class list, as illustrated below:

5. **In the left-hand column, scroll down to Configuration Tools.** (You can see that I have been there in the screen shot below because **Members** is purple.)
6. **Select Members.** You will be taken to the **Manage Members** page:
7. Select **Add Members**. (You can see that I've been there because it is purple.) You will be taken to the **Add Members** page:

8. Click on the tab **Add by Login**. Do **NOT** select **Search for Users**, the default tab, as doing so may freeze your computer. Once you click on the **Add by Login** tab, your screen should look like this:
9. **Enter the Login name of your mentor**, then click the radio button next to **Teaching Assistant**. As the instructions note, you will need your mentor's MyUH Login name **exactly** as it appears. Once you have completed this step, your mentor's name should appear in your class list on the **Course Members** page. If it doesn't, try exiting MyUH and then logging on again. If you are still having problems, e-mail Jim: jmhenry@hawaii.edu.

10. **Rejoice.**