Promote Instructor to Faculty in Atlas

Promote Instructor to Faculty

Faculty is an elevated role for an AHA Instructor. To assign the role of Faculty, an individual must first be a primary-aligned, valid Instructor with a Training Center (TC) or Training Site (TS).

- 1. After logging in, click the Training Center tab.
 - a. From the dropdown display, click Instructors (Figure 1).

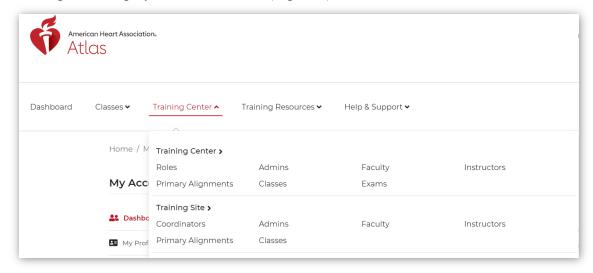


Figure 1

- b. Scroll down to the list of Instructors.
- c. Find the Instructor to promote, then click the ellipsis (...) to see the menu selections, then click Promote to Faculty (Figure 2).

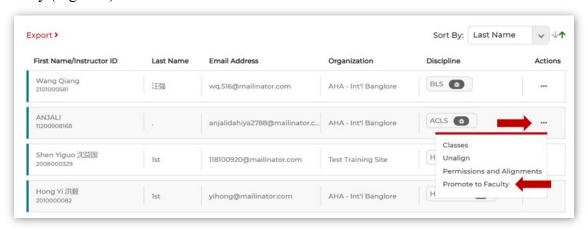


Figure 2

d. On the Promote [Instructor Name] to Faculty page, the discipline may be selected and the permissions can be selected (Figure 3).

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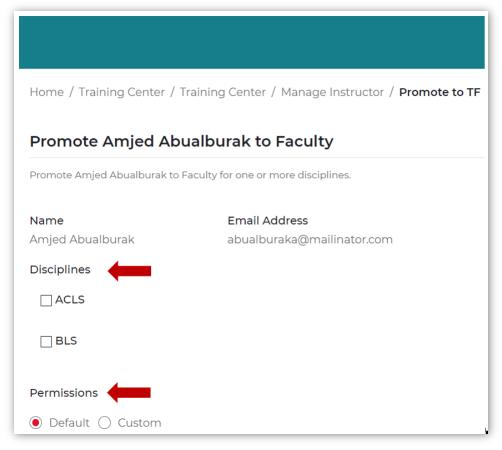


Figure 3

- i. NOTE: Only one discipline can be promoted at a time.
- ii. If the Instructor is already Faculty for the discipline selected, a notification will be displayed under that discipline (Figure 4).

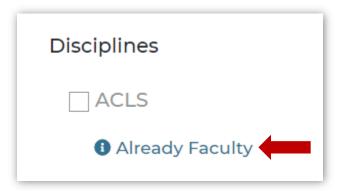


Figure 4

- e. Click the box for the discipline to promote.
- f. If permissions are going to be customized, click Custom under the Permissions.
 - i. The permissions will be displayed.
 - ii. Click the Read/Write boxes to modify the permissions for this Faculty.
- g. When all customizations are complete, click the Promote button (Figure 5).

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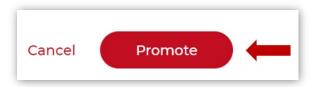


Figure 5

h. At the top of the Manage Instructor page, notice the green success notification for the promotion (Figure 6).

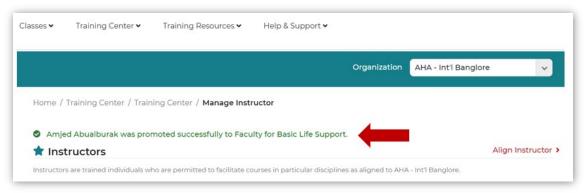


Figure 6

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