

Creating an Observer as an Administrator User

To create an observer as an administrator user:

1. Log into GradPoint as a school administrator user.
2. Select the **Admin** role, if prompted.
3. Select **Users** from the main menu.
4. Click the **New** button to create a new user.
5. Complete all required fields on the user registration page.
6. Click **Save**.
7. Click on the observed student's **user ID** in the user list.
8. Click on the **Enrollment ID** for the course you'd like the observer to view.
9. Click **Add**.
10. Enter the observer's name.
11. Click **Save**. The observer is now able to monitor the student user in the selected course.

PLEASE NOTE: To allow the observer to monitor the student in additional courses, add the user as an observer in those courses.