Creating a TBL Instructor Account

Explanation
An instructor account allows you to create and manage courses, student grades, and quiz content.

Prerequisites
You will need:
- A BYU account
- A faculty add code (contact Center for Teaching and Learning for this code)

Steps
1. **Navigate to TBL.**
   Open your web browser and navigate to the TBL website (https://tbl.byu.edu).

2. **Log into your BYU account (if applicable).**
   If you aren't already signed into your BYU account, you will be redirected to the login screen. Sign in to your account.
3. **Select Teacher.**
   After you have signed in and been redirected back to the TBL site, you will see an interface like the one pictured. Click the **Teacher** button.
4. **Submit your faculty add code.**
Enter your faculty add code into the text box (1) then click submit (2).
That's it! Your BYU account has now been registered as a TBL instructor account. You should now be redirected to the **My Courses** screen, pictured below.
Creating a Course:

Explanation
These instructions will guide you through creating a course, which will allow you to add students and manage quiz content for a given course.

Prerequisites
You will need:
- A TBL instructor account (see instructions for creating a TBL instructor account)

Steps
1. **Navigate to TBL.**
   Open your web browser and navigate to the TBL website (https://tbl.byu.edu).

2. **Log into your BYU account (if applicable).**
   If you aren't already signed into your BYU account, you will be redirected to the login screen. Sign in to your account.
3. **Click on My Courses at the top of the page.**
   This step may not be necessary if you already see *My Courses* at the top of the page.
4. Click the New Course button. This will open a dialog box requesting additional details about the course.
5. **Enter course information.**
   Type in the course name, course code, semester, year, and default and maximum team sizes in the respective fields.
6. Select Save.
Done! You should now see your newly created course on the My Courses page, shown below.