

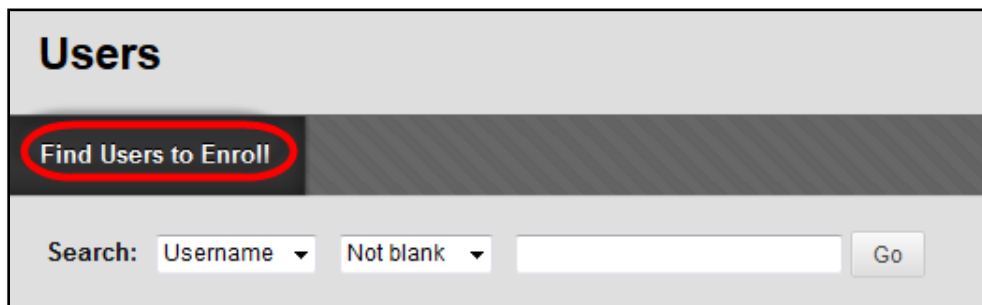
## ADDING A STUDENT TO A COMMUNITY GROUP

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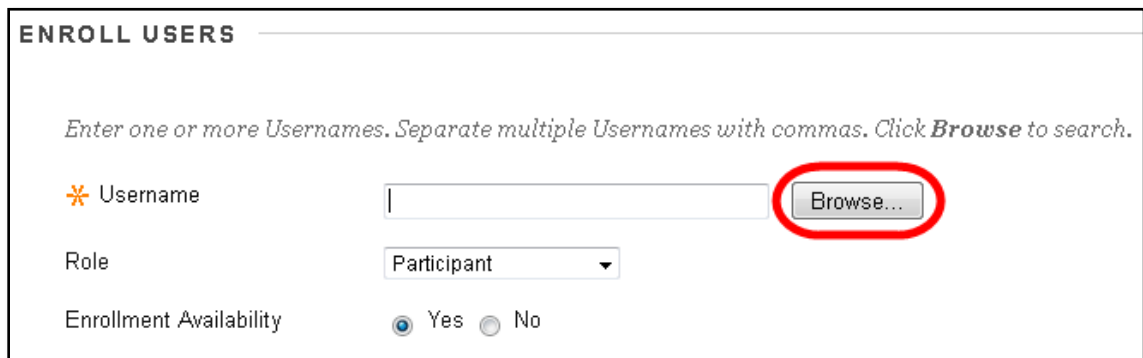
1. Enter your Community Group
2. In the Control Panel, select **Users and Groups**, and then select **Users**.



3. Move your mouse over **Enroll User** and select **Find Users to Enroll**.



4. On the **Add Enrollments** page, click the **Browse** button.

A screenshot of the 'ENROLL USERS' page. The page title is 'ENROLL USERS'. Below the title, there is a text input field with the placeholder text: 'Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.'. Below the text input field, there is a 'Browse...' button circled in red. Below the 'Browse...' button, there is a 'Role' dropdown menu with 'Participant' selected. Below the 'Role' dropdown menu, there is an 'Enrollment Availability' section with two radio buttons: 'Yes' (selected) and 'No'.

5. Change the dropdown menu for the search options to the appropriate information you will be searching on. For example: Last Name. Enter the information into the search textbox. Click **Go**.

The screenshot shows the 'Users' search interface. The search dropdown is set to 'Last Name', the search text is 'Haasi', and the 'Go' button is highlighted. A red arrow points to the 'Last Name' option in the dropdown menu.

6. Select the **checkbox** next to the users name and click **Submit**.  
**Remember:** only users currently not currently enrolled in this course will found when searching.

The screenshot shows the 'Users' search results page. The search dropdown is set to 'Username', the search text is empty, and the 'Go' button is highlighted. A table of results is shown with a checkbox selected next to the user 'Lora Haasi'. The 'Submit' button is highlighted.

7. After returning to the **Add Enrollments** page, ensure the **Role** is set to **Participant**.

The screenshot shows the 'ENROLL USERS' page. The 'Role' dropdown is set to 'Teaching Assistant'. The 'Submit' button is highlighted.

- Participant** is a student. They can only view content and submit to assessment items.
  - Assistant** has all of the same basic functions as an instructor except they do not have the rights to add users to the course.
  - Grader** has the ability to grade assessments in the course, but does not have the ability to add, edit, or remove content from the course.
  - Organization Builder:** Can add, edit, and delete content, but does not have access to Grade Center or student submissions.
  - Leader:** Has full rights, just like you, the instructor.
8. Click **Submit**.