1. Enter your course

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.
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.

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.

7. After returning to the Add Enrollments page, change the Role to Teaching Assistant or Grader.

   a. Teaching Assistant has all of the same basic functions as an instructor except they do not have the rights to add users to the course

   b. 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.

   c. Course Builder: Can add, edit, and delete content, but does not have access to Grade Center or student submissions.

   d. Instructor: Has full rights, just like you, the instructor.

8. Click Submit.