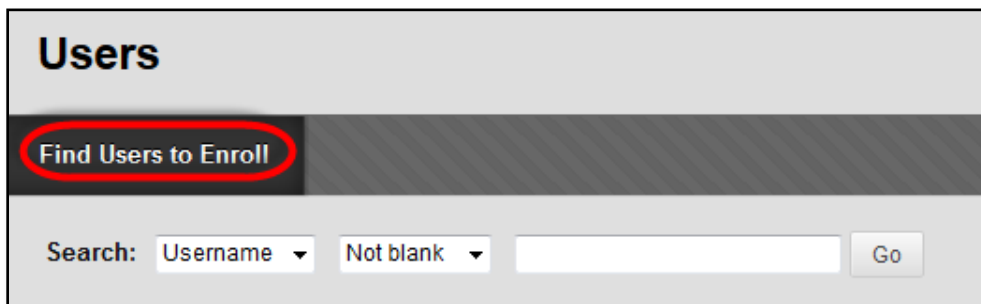


ADDING A USER TO A COURSE

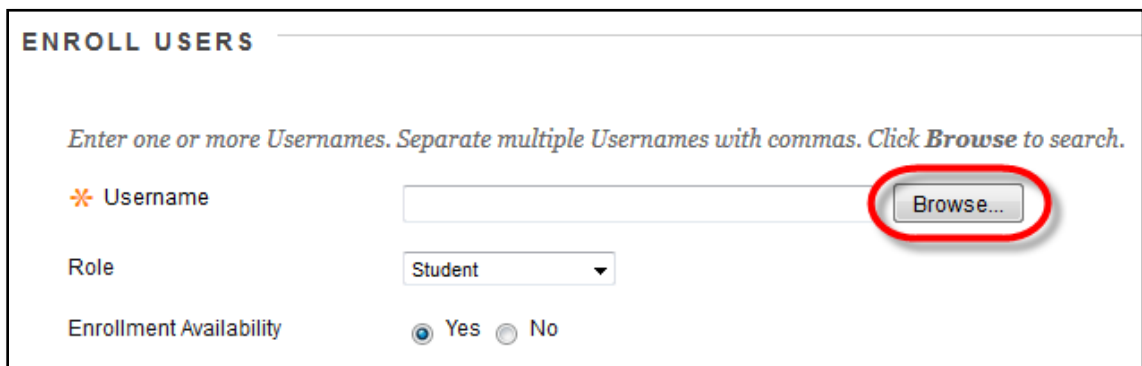
1. Enter your course
2. In the Control Panel, select **Users and Groups**, and then select **Users**.



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



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



- 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**.

Users

Search **Last Name** Contains **Haasl** **Go** Options: **User Information**

- Username
- First Name
- Last Name**
- Email

- 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.

Users

Search **Username** Contains **Go** Options: **User Information**

<input type="checkbox"/>	Status	First Name	Last Name	Username	Email
<input checked="" type="checkbox"/>		Lora	Haasl	lh777262	lhaasl@wtamu.edu

Displaying 1 to 4 of 4 items | [Show All](#) [Edit Paging...](#)

[Cancel](#) **Submit**

- After returning to the **Add Enrollments** page, change the **Role** to the appropriate role (see below).

ENROLL USERS

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

Username [Browse...](#)

Role **Student**

Enrollment Availability Yes No

- Course Builder:** Can add, edit, and delete content, but does not have access to Grade Center or student submissions.
 - Grader:** Can grade assessments in the course, but does not have the ability to add, edit, or remove content from the course.
 - Instructor:** Has full rights, just like you, the instructor.
 - Student:** Rights as a student. No grading, or editing.
 - 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.
 - Guest:** Can only access content specifically given access to Guests. This is NOT recommended.
- Click **Submit**.