1. Enter your course

2. In the Control Panel, select **Users and Groups**, and then select **Users**.

   ![Control Panel Screenshot]

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

   ![Find Users to Enroll]

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

   ![Add Enrollments]

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**ADDING A USER TO A COURSE**

1. Enter your course

2. In the Control Panel, select **Users and Groups**, and then select **Users**.

   ![Control Panel Screenshot]

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

   ![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 the appropriate role (see below).

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

8. Click Submit.