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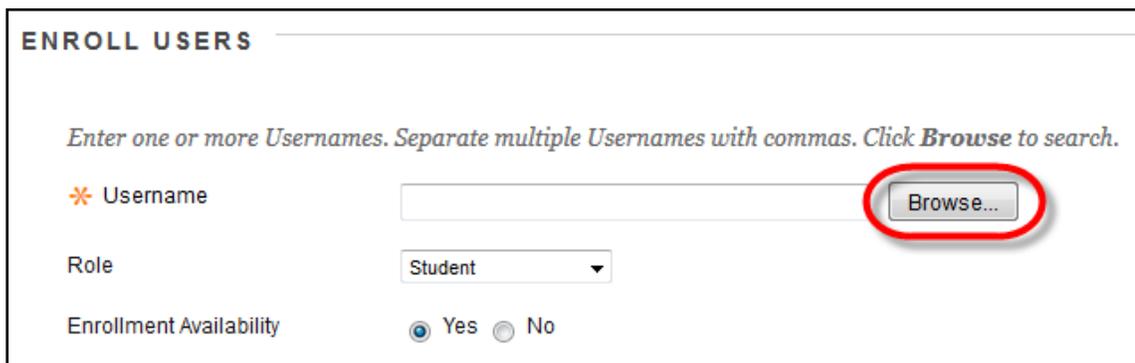
5. Change the dropdown menu for the search options to the appropriate information you will be searching on. For example: Last Name. Enter the information into the search textbox. Click **Go**.

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**.