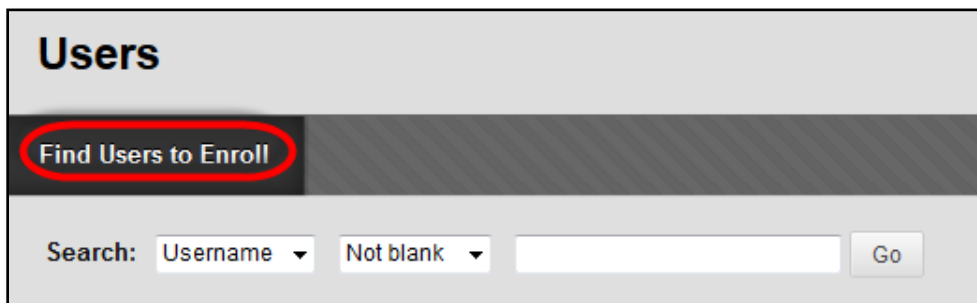


ADDING A USER TO A COMMUNITY GROUP

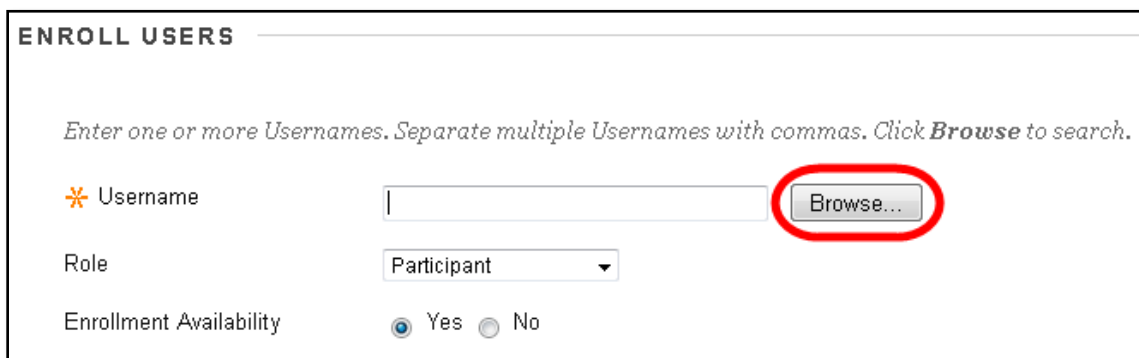
1. Enter your Community Group
2. In the Control Panel, select **Users and Groups**, and then select **Users**.



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 has a title 'ENROLL USERS' and a subtitle 'Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.' Below the subtitle are three form fields: 'Username' (with a red asterisk icon and a 'Browse...' button circled in red), 'Role' (with a dropdown menu set to 'Participant'), and 'Enrollment Availability' (with radio buttons for 'Yes' and 'No').

- Change the dropdown menu for the search options to either Username (Buff ID number) or user Email. This will give you the best results for the user you are searching for. Enter the information into the search textbox. Click **Go**.

- Select the **checkbox** next to the user's name and click **Submit**. **Remember:** only users currently not currently enrolled in this community group will be found when searching.

- After returning to the **Add Enrollments** page, select the desired **Role**.

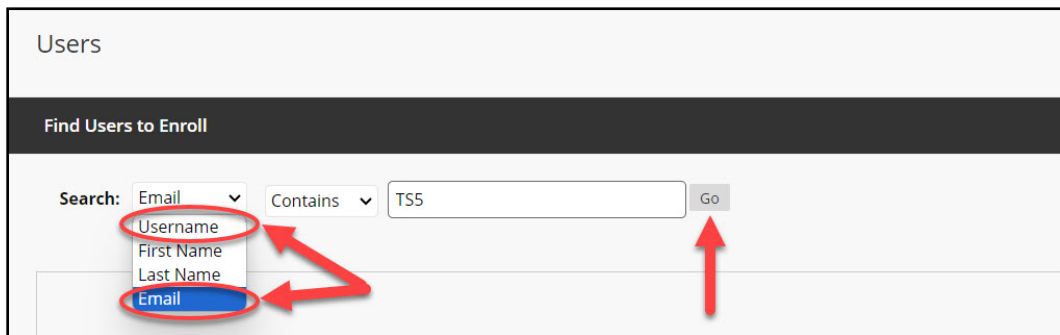
- Participant:** Can only view content and submit to assessment items. Similar to a Student in a course.
 - Leader-Instructor:** Has full rights, just like the instructor role with the added benefit of being able to add people to the group and disable people who should no longer be in the group.
- Click **Submit**.

CHANGING A USER'S AVAILABILITY IN A COMMUNITY GROUP

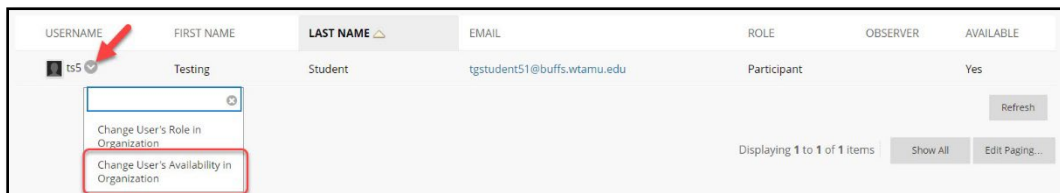
1. Enter your Community Group.
2. In the Control Panel, select **Users and Groups**, and then select **Users**.



3. At the top of the User screen change the dropdown menu for the search options to either BUFF ID or user email. This will give you the best results for the user you are searching for. Enter the information into the search textbox. Click **Go**.



4. Click the Action arrow next to the username and choose **Change User's Availability in Organization**.



5. In the Role and Availability Window click the action arrow next to **Available (this organization only)**. Choosing **Yes** will allow the user access to the community group, and choosing **No** will remove the users access to the community group.

ROLE AND AVAILABILITY

Role

- Assistant
- Academic Administration
- Leader
- SI-Tutor
- Faculty Teaching Assistant
- Grader
- Organization Builder
- Leader-Instructor
- Participant

Available (this organization only)

Yes

No

Yes

Note: You can also change the role of the user in the Role and Availability Window.

6. Click **Submit**.
7. If you would like to permanently remove a user or a group of users, please make the users not available in the Community Group, contact itsc@wtamu.edu with the Community Group title and a list of users you would like removed.