Adding a User to your Course

1. Go into your course, then under the Control Panel menu click to expand Users and Groups, and then click on Users.

2. Click on the gray box in the upper left hand corner that says Find Users to Enroll.

3. Next to the Username field, click on the Browse button.

4. A pop up window will appear to search the student or faculty’s name. You may search by First name, Last name, Username, or Email. If you already know the username, you may enter it directly in the box without searching.

5. After searching, check off the box next to the name that you want to add, and click Submit.

6. You can specify the role for the user by selecting it from the drop down window. You can select student, instructor, teaching assistant, or guest. Make sure that Yes is selected in Enrollment Availability.

7. Click Submit to add the user to your course.