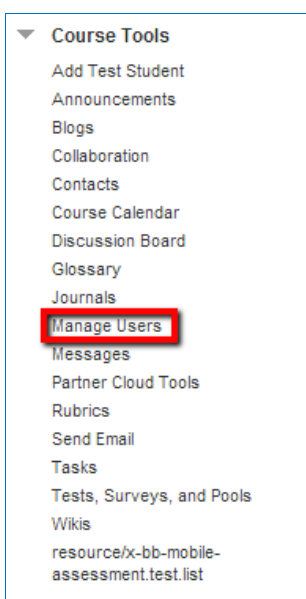


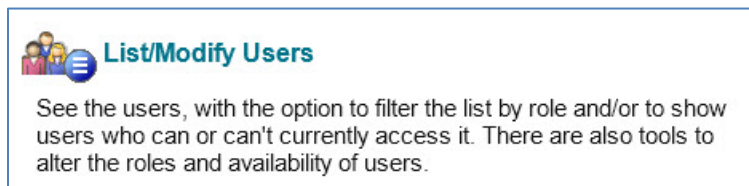
Modifying Users

At the Manage Users screen you can modify a user's availability or assigned role in your course.

1. In the Control Panel, click the **Course Tools** link, and select the **Manage Users** option.

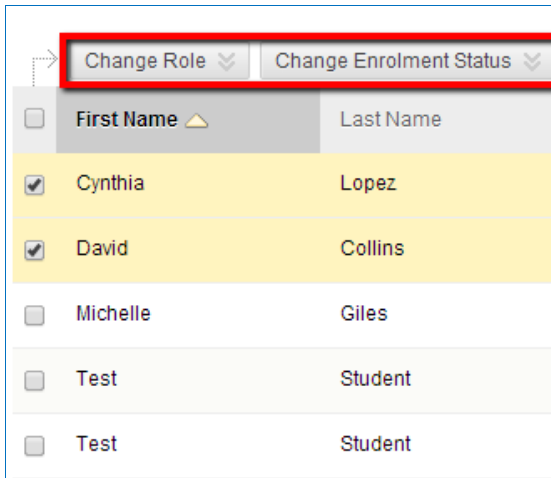


2. Click the **List/Modify Users** link.



3. At the Unfiltered List screen, users' enrollment status and course roles can be modified as needed. Click the contextual arrow next to a user's Enrollment Status or Course Role to select a different status or role. (NOTE: Instructors do not have the ability to change any user to an Instructor.)

4. To change multiple users, click the checkboxes to the left of the First Name column, and use the Change Role or Change Enrollment Status menu button above or below the list.



Changes made are instantaneous and do not require you to submit them to take effect. Click **OK** to return to the Manage Users page.