



# Enrolling Users & Making Users Unavailable

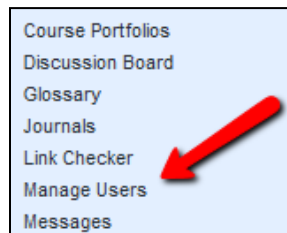
## Enrolling a User

An instructor may want to enroll a user in their course for many reasons, such as assigning a TA, co-instructor or allow another instructor to copy the course to their own course shell. To enroll users in a course access the course Control Panel.

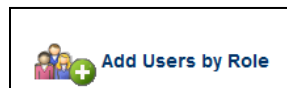
1. In the **Control Panel** select the **Course Tools** button.



2. Select the **Manage Users** option.



3. At the Manage users screen select **Add Users by Role**.



- The Add Users by Role screen allows searching for a specific user name and assigning that user a specific role in the course when you enroll.

**Add Users by Role**

Add one or more users, specifying the role to grant them. [More Help](#)

Search where Last Name Starts with   Include unavailable users

\* Indicates a required field. ⚠ Indicates unsaved changes.

**1. Select Users**

Specify one or more users to enrol, by typing their username  
If you don't know this, use the Search bar at the top of the page

\* Username(s)  Enter one or more usernames separated by commas, e.g. mary,mungo,midge

\* Course Role

Instructor  
 Course Builder  
 Grader  
 Teaching Assistant  
 Student

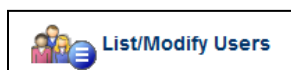
Pick the appropriate Role

- Search box used to locate proper user ID's .
  - Username field enter the user ID to add here.
  - Course Role selection is the role you want to assign the user being enrolled.
- Click **Submit**.

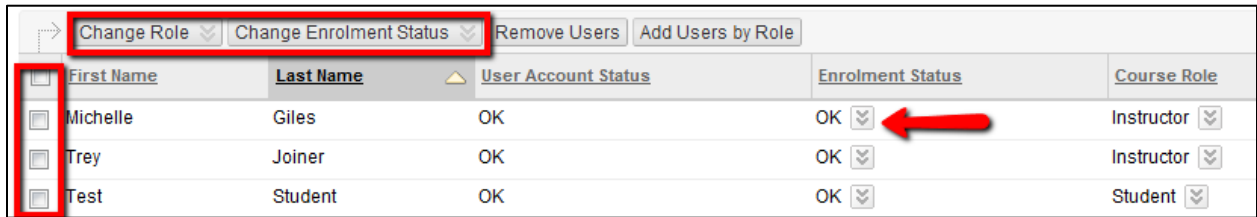
## Making Users Unavailable

At the **Manage Users** screen you can modify a user's assigned role to your course.

- Click **List/Modify Users** button.



- At the **Unfiltered List** screen users enrollment status and course role can be modified as needed. For example you can promote users from student to TA or make a user Unavailable in the course.



The screenshot shows a user management interface. At the top, there are buttons for 'Change Role', 'Change Enrolment Status', 'Remove Users', and 'Add Users by Role'. Below these is a table with columns for 'First Name', 'Last Name', 'User Account Status', 'Enrolment Status', and 'Course Role'. Three users are listed: Michelle Giles (Instructor), Trey Joiner (Instructor), and Test Student (Student). A red box highlights the 'Change Role' and 'Change Enrolment Status' buttons. Another red box highlights the checkboxes in the first column of the table. A red arrow points to the 'Enrolment Status' dropdown menu for Michelle Giles.

	Change Role	Change Enrolment Status	Remove Users	Add Users by Role	
<input type="checkbox"/>	First Name	Last Name	User Account Status	Enrolment Status	Course Role
<input type="checkbox"/>	Michelle	Giles	OK	OK	Instructor
<input type="checkbox"/>	Trey	Joiner	OK	OK	Instructor
<input type="checkbox"/>	Test	Student	OK	OK	Student

Use the contextual menus next to the individual's status in the Course Role and Enrollment Status columns.

You can also modify multiple users by selecting multiple users with the check boxes and using the modification drop down buttons at the top of the screen.

\*Note that changes made are instant and do not require you to submit them to take effect.

If you have any issues or concerns regarding this or other Instructional Technology issues, please submit a ticket to us at [www.stthom.edu/bbhelp](http://www.stthom.edu/bbhelp).