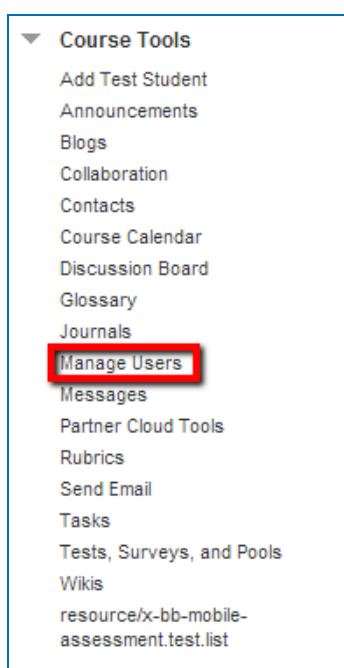


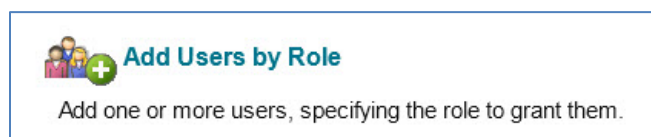
Enrolling Users

An Instructor may want to enroll a user in their course for many reasons, such as assigning a Teaching Assistant or co-Instructor, or allowing 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, click the **Course Tools** link, and select the **Manage Users** option.



2. At the Manage Users screen, click **Add Users by Role**.



3. The Add Users by Role page 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 Include unavailable users

* Indicates a required field. Indicates unsaved changes.

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
- Teaching Assistant
- Student

Pick the appropriate Role

- A. **Search box:** Used to locate proper user ID's or other search criteria; enter a criterion such as Last Name, and click **Go**.
 - B. **Username field:** Enter the user ID (Celt Login ID) to add here.
 - C. **Course Role:** Selection is the role you want to assign the user being enrolled. The default role is Student.
4. Click **Submit**.