Enrolling Users (Post-SaaS Conversion)

An Instructor may want to enroll a user in their course for many reasons, such as providing access to the course for a student who is not formally registered for it, or assigning a Teaching Assistant. To enroll one or more users in a course, begin at the course Control Panel.

1. In the Control Panel, click the Users and Groups link, and select the Users option.

2. On the Users page, click the Find Users to Enroll button on the Action Bar.

3. The Add Enrollments page allows searching for specific user names and assigning those users a specific role in the course. If you know the Celt Login ID of each user, type the IDs into the Username text box, separated by commas with no spaces. If you do not know the IDs, click the Browse button to search by First Name or Last Name.
4. If using the Browse function, enter the search criteria, and click Go. In the list of search results, check the checkbox for any correct users, and click Submit.

![Users table]

**NOTE:** You can sort the search results by First Name, Last Name, or Celt ID. Also, when searching by name, it is usually more effective to enter the name that is less common, and thus less likely to produce a large result set.

5. Leave the Role at the default value **Student**, or switch to **Teaching Assistant** as appropriate.
6. Leave the **Enrollment Availability** at the default value **Yes**, or select **No** as appropriate.
7. Click **Submit**.