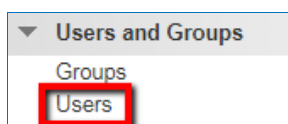


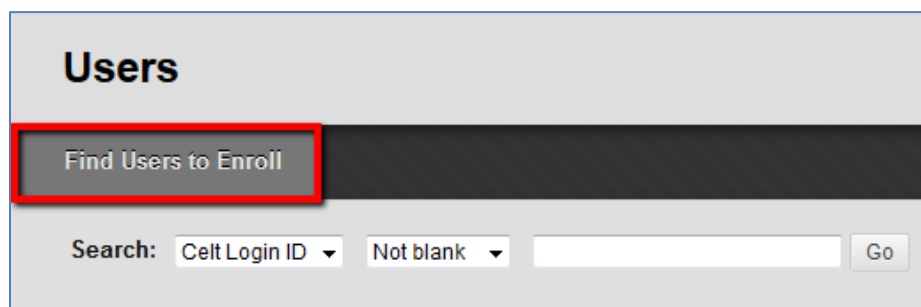
## Enrolling Users (Post-SaaS Conversion)

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.

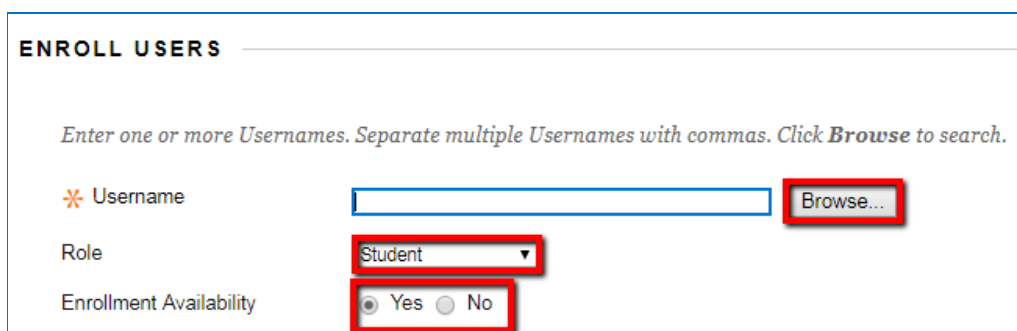
1. In the Control Panel, click the **Users and Groups** link, and select the **Users** option.



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.



A screenshot of the "ENROLL USERS" form. The form has a title "ENROLL USERS" and a subtitle "Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search." Below the subtitle, there are three fields: "Username" with a text input box and a "Browse..." button (highlighted with a red box), "Role" with a dropdown menu set to "Student" (highlighted with a red box), and "Enrollment Availability" with radio buttons for "Yes" (selected) and "No" (highlighted with a red box).

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**

Search     Options:

<input type="checkbox"/> Status	First Name ▲	Last Name	Celt Login ID
<input type="checkbox"/>	Barbara	Henderson	henderb
<input type="checkbox"/>	Chantel	Henderson	hendercl
<input type="checkbox"/>	Charlyn	Henderson	cahender

**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**.