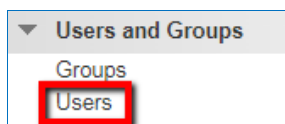




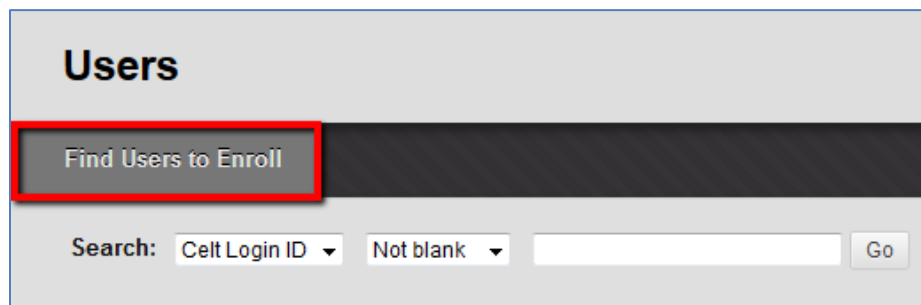
Enrolling Users

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

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**.