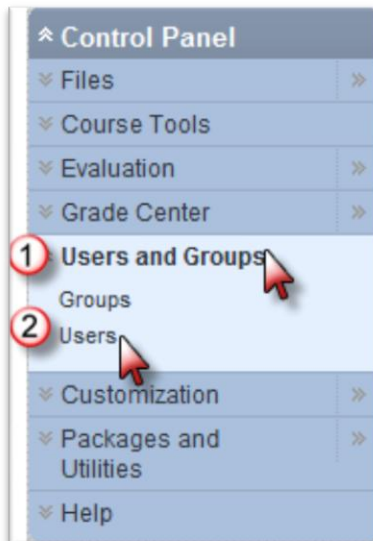


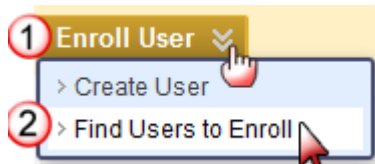
How to Enroll User to Your Course

If you know the user name

1. In **Control Panel**, click **Users and Groups**



2. Click **Users**
3. Mouse over to **Enroll User** button and select **Find Users to Enroll**



4. On next page, Add Enrollments, type in exact user name
5. From drop-down list, select a user role in the course if necessary, the default role is student
6. Click **Submit**.
- 7.

* Indicates a required field.

Cancel

Submit

1. Enroll Users

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username **1** **type in user name**

Role **2**

Enrollment Availability

2. Submit

Course Builder
Grader
Instructor
Student
Teaching Assistant
Guest

Select user's role in the course

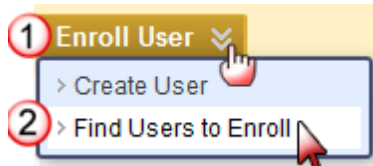
Cancel

Submit


If you don't know the user name

If you don't know the exact user name of person you want to enroll, you need to search and find out the user name before enrolling.

1. In **Control Panel**, click **Users and Groups**
2. Click **Users**, Mouse over to **Enroll User** button and select **Find Users to Enroll**



3. Click Browse button to open user search window.



Add Enrollments: BLM.CTLT.TEST01

Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search for users. Only users that are not already enrolled in the Course will be identified in a search for users. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Enroll Users

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username Browse... 

Role

Enrollment Availability Yes No

2. Submit



Users

1 2 3 4

Search Username Go Options: User Information

Username Contains
First Name Equal to
Last Name Starts with
Email Not blank

- 1 Select a search by filter
- 2 Choose a search operator
- 3 Type search keyword, user name, or FN, or LN or email address
- 4 Click Go

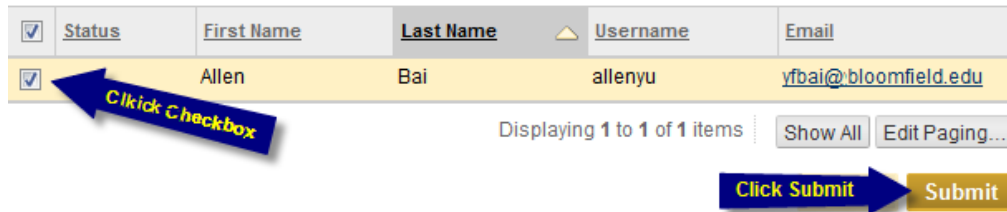
4. Select a search filter from the drop-down list: User name, First Name, last Name, or Email
5. Choose an operator from the drop-down list: contain, Equal to, Start with, or Not Blank
6. Type in search key word, and click **Go**.

7. Once user is found, click the checkbox in front of user name, click **Submit**.

<input checked="" type="checkbox"/>	Status	First Name	Last Name	Username	Email
<input checked="" type="checkbox"/>		Allen	Bai	allenyu	yfbai@bloomfield.edu

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

Click Submit **Submit**



8. Now you are sent back **Add Enrollments** page, the found user name is populated in the name field,
9. From drop-down list, select a user role in the course if necessary, the default role is student
10. Click **Submit** to enroll user.

1. Enroll Users

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username **username appears here once a user found**

Role ▼

Enrollment Availability Yes No

2. Submit

Click Submit to add the user to your course **Submit**

