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.

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1. **Enroll Users**

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

   ![Enroll Users interface](image)

   - **Username**: allenru
   - **Role**: Student

   Select user's role in the course.

   ![Select role](image)

   ![Submit button](image)
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.

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**.

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.