

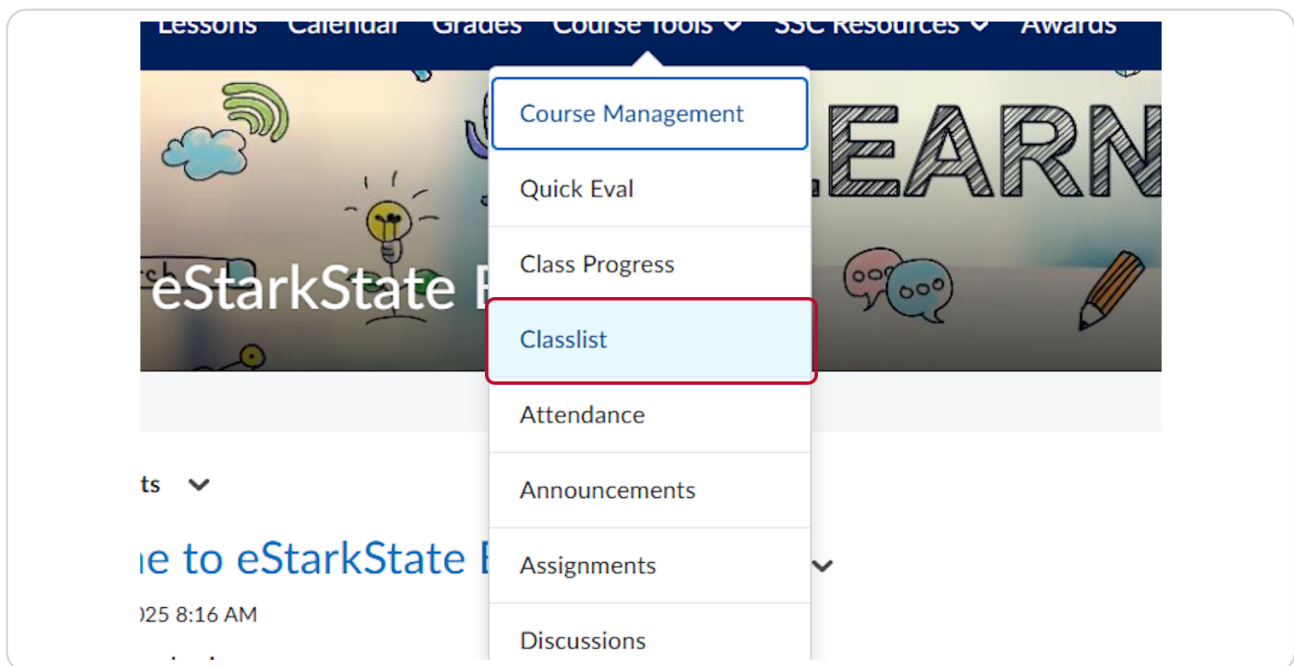
STEP 1

Click on Course Tools



STEP 2

Click on Classlist



STEP 3

Click on Add Participants


[Course Home](#) [Lessons](#) [Calendar](#) [Grades](#) [Course Tools](#)




Classlist

Add Participants ▼

Enrollment Statistics

Email Classlist

 [Show Search Options](#)

 Email  Print  Unenroll

<input type="checkbox"/>	Image	Name ▲
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STEP 4

Click on Add existing users


Classlist




Add Participants ▼



Enrollment Statistics

Email Classlist

Add existing users

 [Show Search Options](#)

 Email  Print  Unenroll

<input type="checkbox"/>	Image	Name ▲
<input type="checkbox"/>	 	Adair, Samuel ▼

STEP 5

Type the User's Name

Enrollment Options

Set all roles to: -- Select a Role -- Set all roles

Send: ☐ Send Enrollment email

Add Existing Users

Hide Search Options

Search In

☒ First Name ☒ Last Name

☒ Email ☒ Username

Enrollment

STEP 6

Click on Search

Set all roles to: -- Select a Role -- Set all roles

Send: ☐ Send Enrollment email

Add Existing Users

Hide Search Options

Search In

☒ First Name ☒ Last Name

☒ Email ☒ Username

STEP 7

Select the Role for the User

Roles Used:

Student Role - someone who does not need to edit the organization

Faculty Role - someone who can modify the information in the organization


Training Faculty Role - someone who can modify the information in the organization and add additional users

Username	Email	Role
tsmith1234		<div>Student ▼</div>

20 per page ▼

STEP 8

Click the check mark by the user's name


 Email

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Smith, Tonya

STEP 9

Click on Enroll Selected Users

1 Search Result [Clear Search](#)

 Email

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Smith, Tonya

Enroll Selected Users

Cancel

STEP 10

Click on Done

Smith, Tonya

Done

Add More Participants