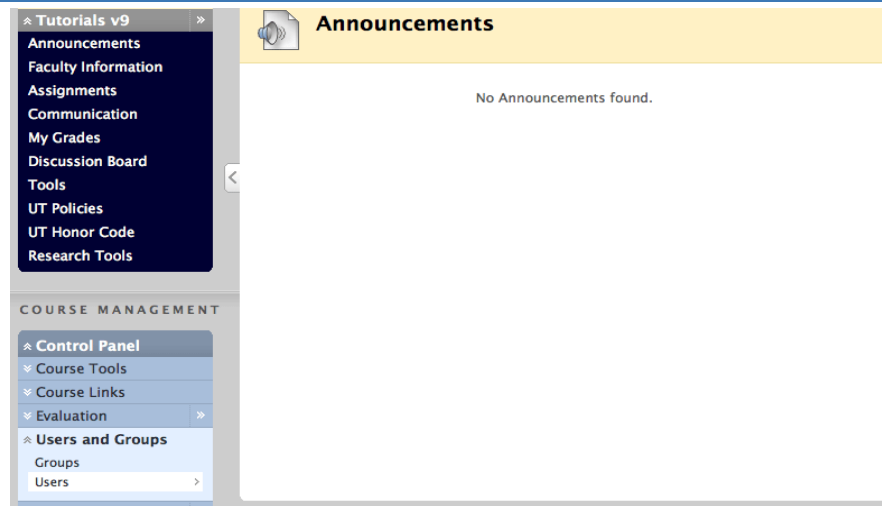
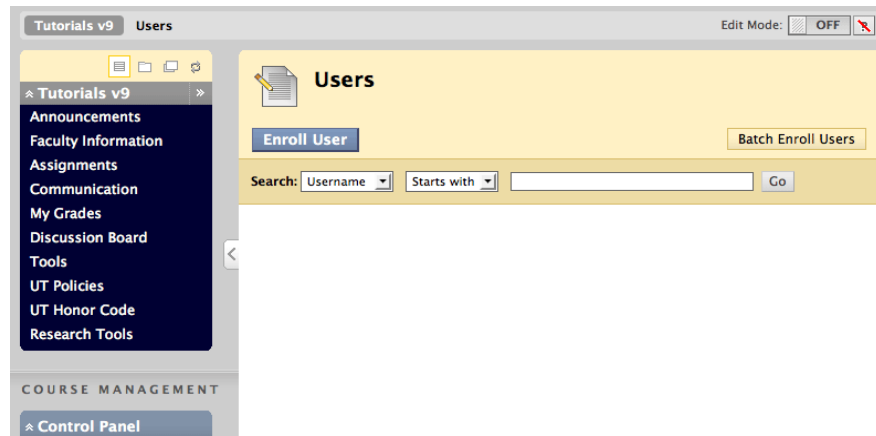


Enrolling Users

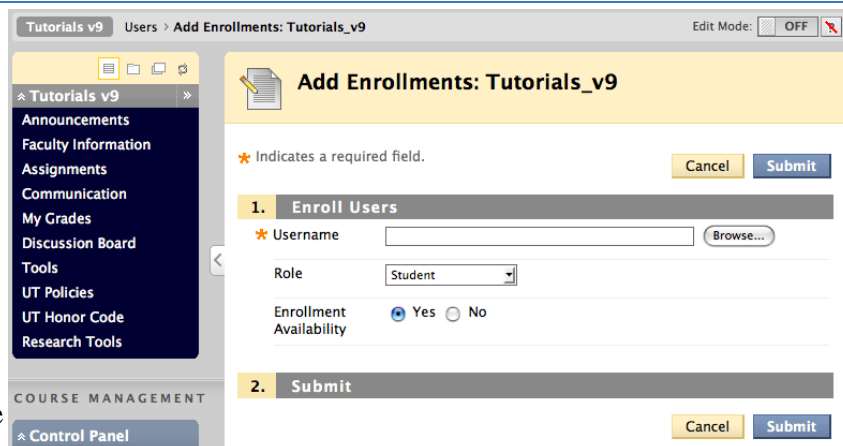
1. In the **Control Panel** area select **Users and Groups** and click **Users**



2. Select **Enroll User**.



3. Enter individual's username, select a role, and then click **Submit**. You can enter multiple users by separating the usernames with a comma. The user name can also be searched by clicking browse and typing the last name.

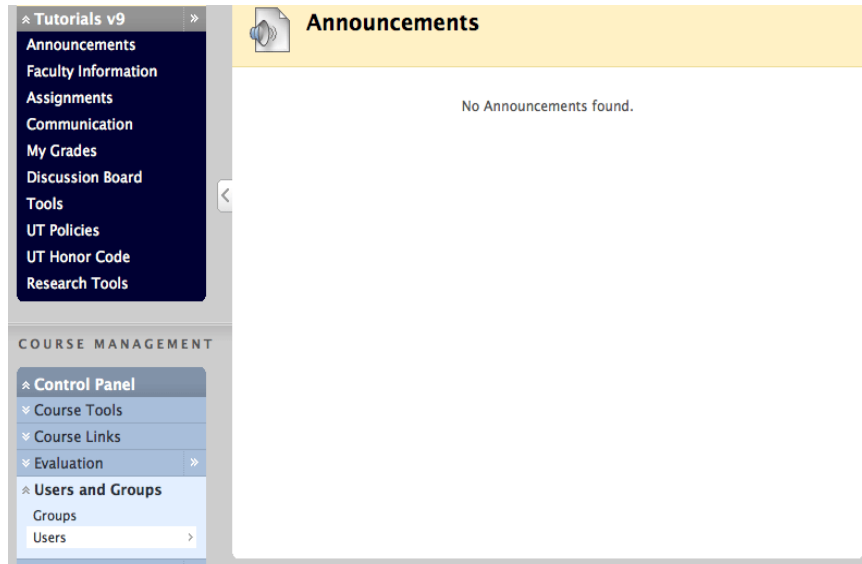


Note: Users are enrolled with a Course role of

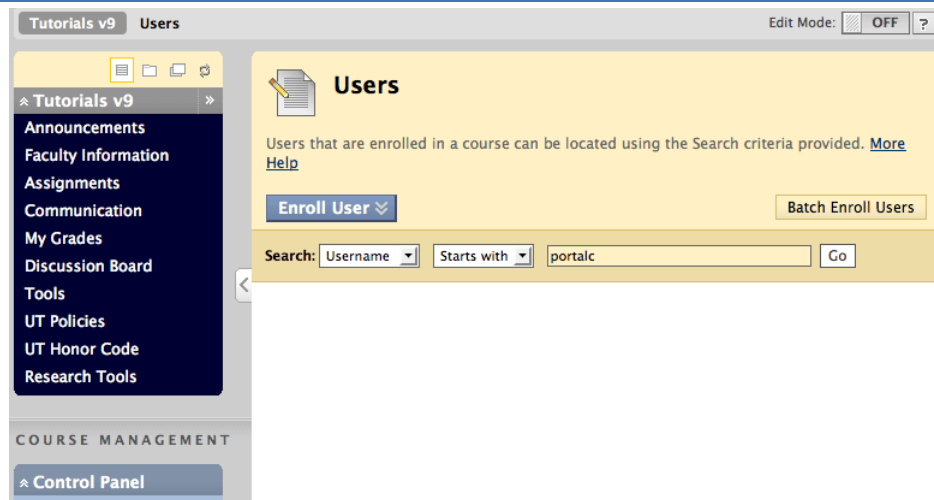
Student by default.

List/Modify Users area, how to select the user to be modified, and how to change the user's role.

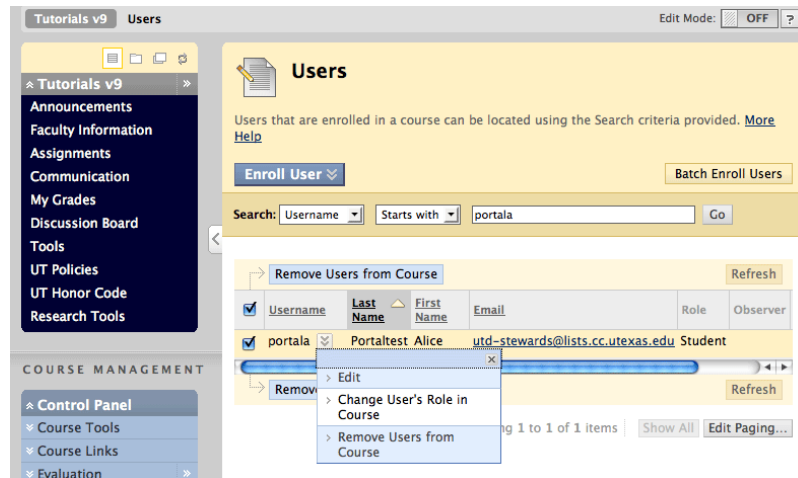
1. In the **Control Panel** area select **Users and Groups** and click **Users**



2. Enter the individual's username in the search box and click Go.



3. Click the double-down arrows next to the person's name and select **Change User's Role in Course**.



4. Select a role option and click **Submit**. Available roles are:

Student: User is able to access all available Course content and will be graded on Assessments.

Instructor: User is able to control all aspects of the Course through the Control Panel.

Teaching Assistant: User is able to control most aspects of the Course through the Control Panel.

Course Builder: User is able to add content to the Course through the Control Panel.

Grader: User is able to access all areas under Assessments.

Guest: Guests are able to view areas of the Course, but cannot participate in any way.

