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.