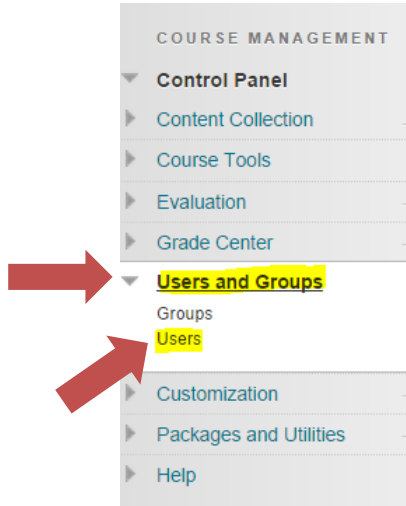


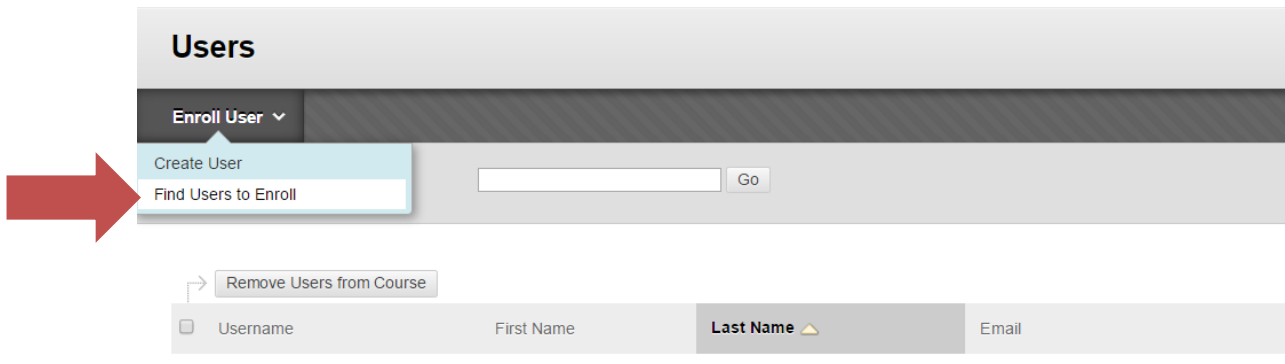
Add a User to a Course

1. Add a User

- a. In your course, from the left side bar, click on Users and Groups, and then click on Users.



- b. Hover mouse over Enroll User. From the drop down menu, click on Find Users to Enroll.



- c. Click on Browse to search by last name (recommended).

Add Enrollments: CELT-TVVC

Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search will be identified in a search for users. [More Help](#)

* Indicates a required field.

1. Enroll Users

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

* Username

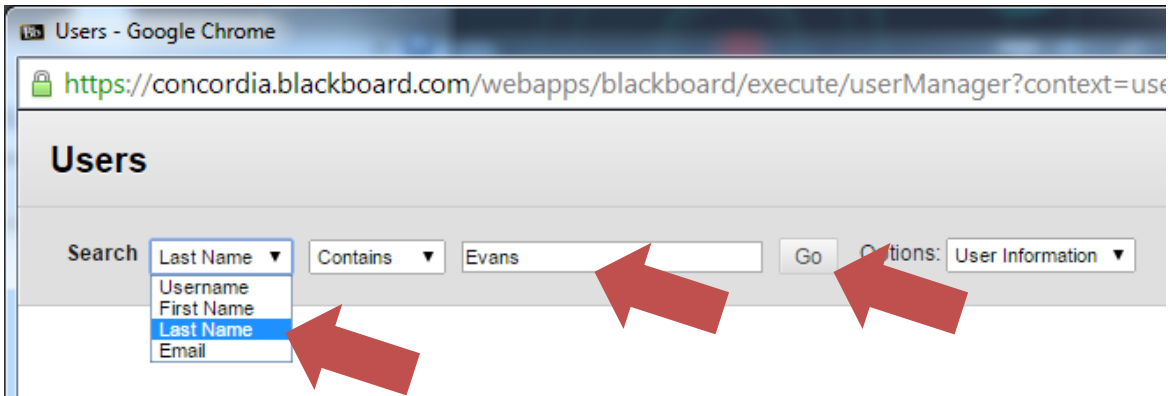
Browse...

Role

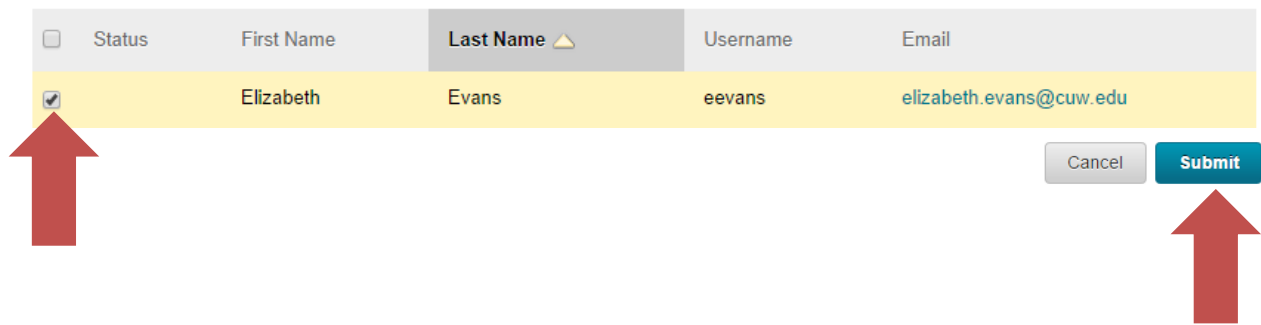
Enrollment Availability

Yes

- d. A pop-up box will appear. Click on the triangle and choose search by last name. Enter last name, then click Go.



- e. Click on the box next to the person's name and click Submit



- f. The username will be populated on the enrollment screen. Change Role to Instructor and click Submit.

1. Enroll Users

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

✳ Username

Role

Enrollment Availability

2. Submit

Click **Submit** to proceed. Click **Cancel** to quit.