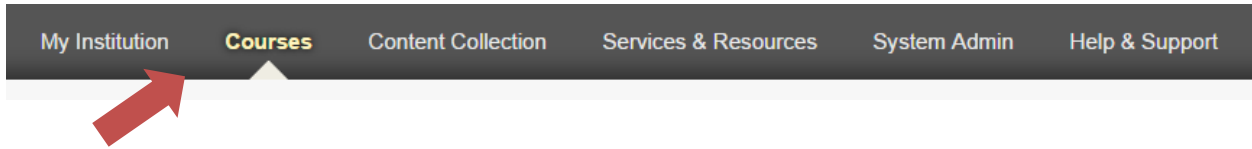


How to Add a User

1. Add a User

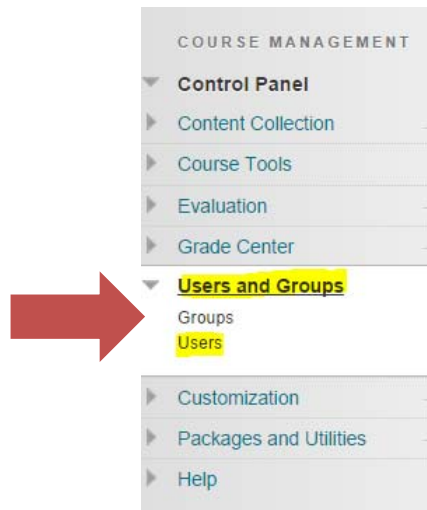
- a. Near the top pf the screen, click on Courses.



- b. Click on the course name. For example:

AL-107 Green Bay Test Course 201530 01-23-2015

- c. From the left side bar, click on Users and Groups, then click on Users.



- d. Click on Find Users to Enroll.



- e. 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. Users that do not have an existing account 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.

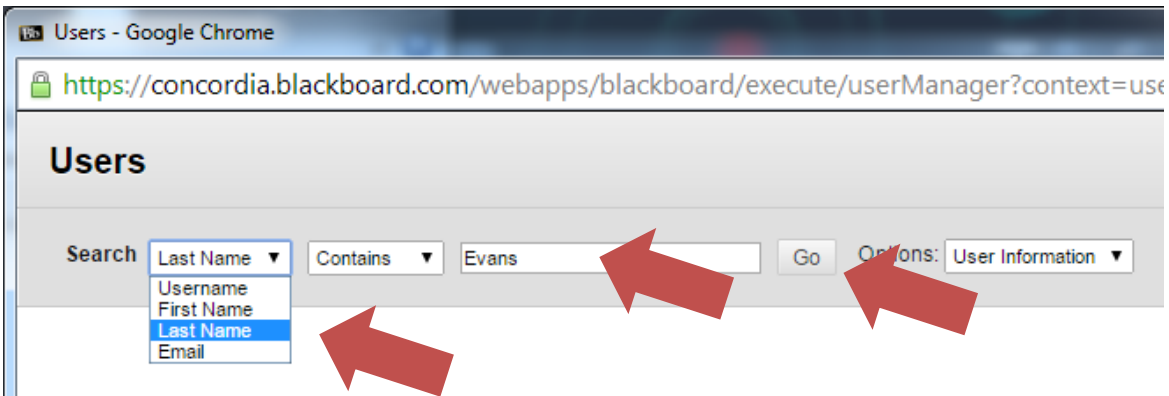
* Username **Browse...**

Role

Enrollment Availability Yes



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



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

<input type="checkbox"/>	Status	First Name	Last Name	Username	Email
<input checked="" type="checkbox"/>		Elizabeth	Evans	eevans	elizabeth.evans@cuw.edu



Cancel **Submit**



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

* Indicates a required field.

Cancel 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.

Cancel Submit

