

1 Open Courses Tab-

Courses

Choose course from the "Course List"

2

COURSE MANAGEMENT

Control Panel

Course Tools

Course Links

Evaluation

Users and Groups

Groups

Users

Go to Course Management navigation Pane.

Located lower-left

3



Users



Enroll User

You can choose from various search options to find a student by using the drop-down menu. When satisfied with your option "click" the "go" button. If the student is enrolled it will appear below.

Otherwise, proceed to "click" the "Enroll User" button.

Search: Official USF E-mail Starts with Imangini

4

* Indicates a required field.

Cancel

Submit

1. ENROLL USERS

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

* Username

Imangini

Browse...

Role

Student

Enrollment Availability

Yes No

The name you chose on "Step 3" will appear in the "username" text field

Choose the "Role"

Choose "Enrollment Availability"

"Click" the "Submit" button