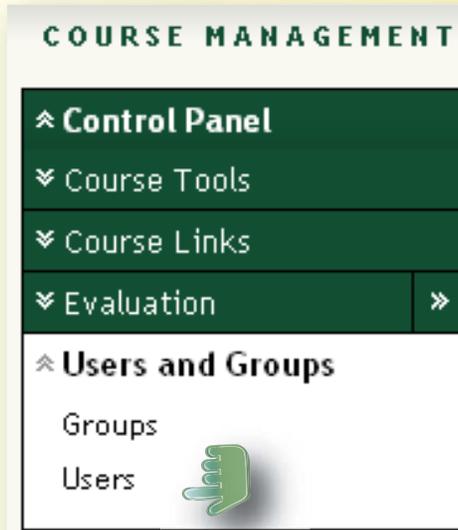


1. From the control panel > users and groups option, select "Users."



COURSE MANAGEMENT

- Control Panel
- Course Tools
- Course Links
- Evaluation
- Users and Groups**
 - Groups
 - Users**

2. To enroll students or faculty, click the "Enroll User" button.



Users

Users that are enrolled in a course can be located us

Enroll User

Search: USF NetID Starts with

* Indicates a required field.

Cancel

Submit

1. ENROLL USERS

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

* Username

Browse...

Role

Student

Enrollment Availability

Yes No

3. If you know the person's USF Net ID, you can enter it here, otherwise, click "Browse."



4. From the search drop downlist select "Last Name."

-From the **second box**, select Contains, if you are not sure of the full name or Equal to, if you have the full exact name of the user you are adding.

-Enter the individual's name in the **text field** and click Go

2nd

Search    Options:

<input type="checkbox"/>	Status	Last Name	First Name	USF NetID	Official USF E-mail
<input type="checkbox"/>		Martin	Charles	cymartin	cymartin@mail.usf.edu

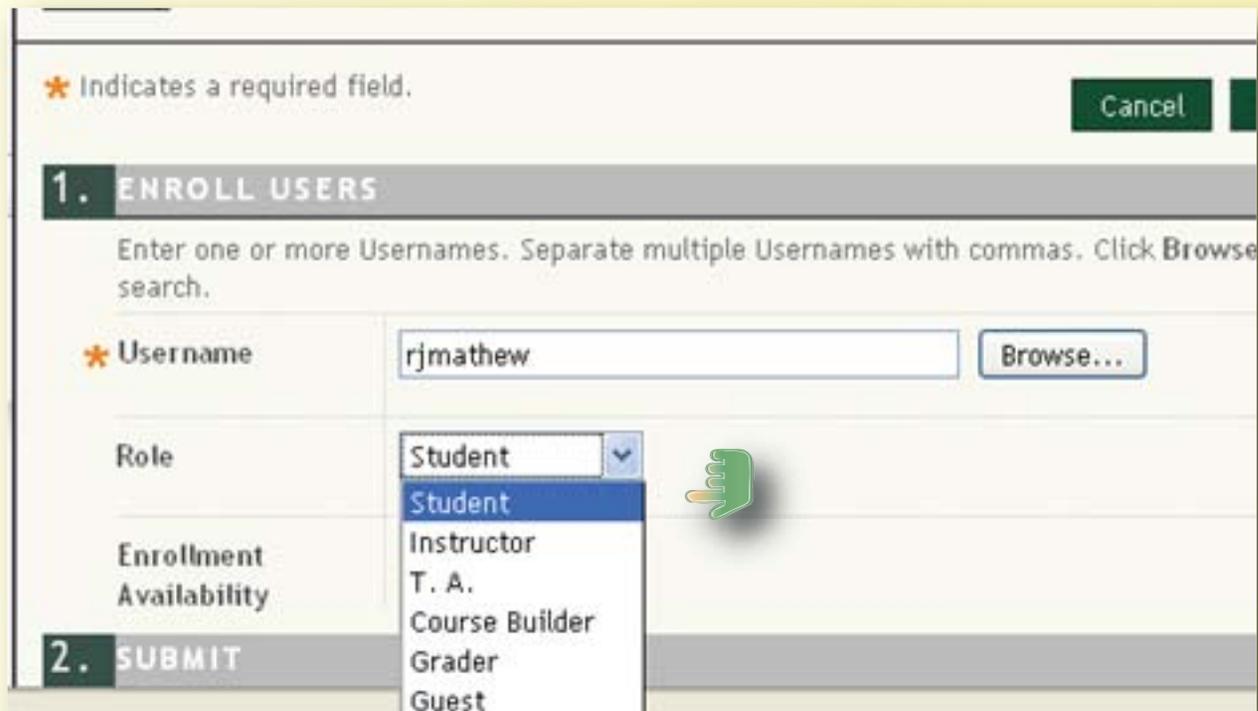
5. Check the box that corresponds to the user's name. Click the  button.

Search Options:

<input type="checkbox"/>	Status	Last Name	First Name	USF NetID	Official USF E-mail
<input type="checkbox"/>		Martin	Charles	cymartin	cymartin@mail.usf.edu
<input checked="" type="checkbox"/>		Martin	Jessica	jlmarti4	jlmarti4@mail.usf.edu



6. From the Role drop-down list, indicate the user's role in the course.



* Indicates a required field.

1. ENROLL USERS

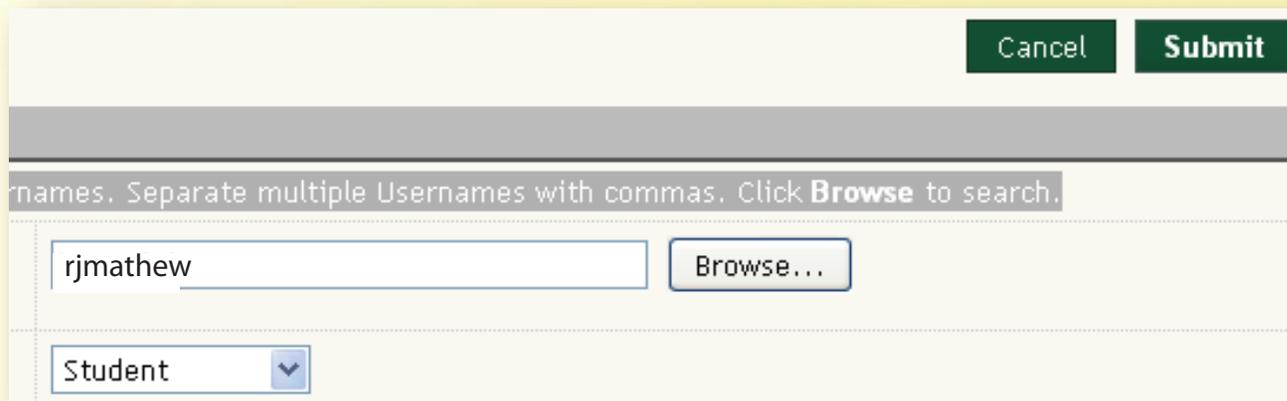
Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** search.

* Username

Role
Student
Instructor
T. A.
Course Builder
Grader
Guest

2. SUBMIT

7. Click "Submit" to complete the enrollment.



names. Separate multiple Usernames with commas. Click **Browse** to search.

