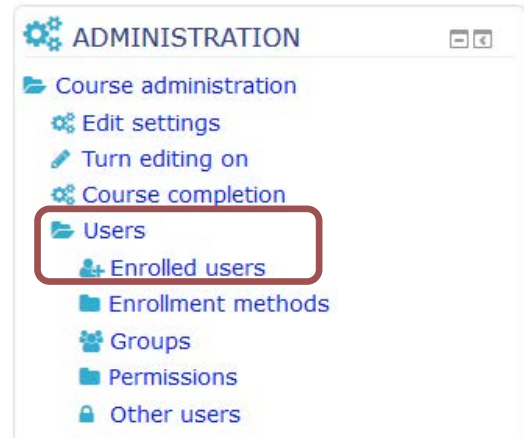


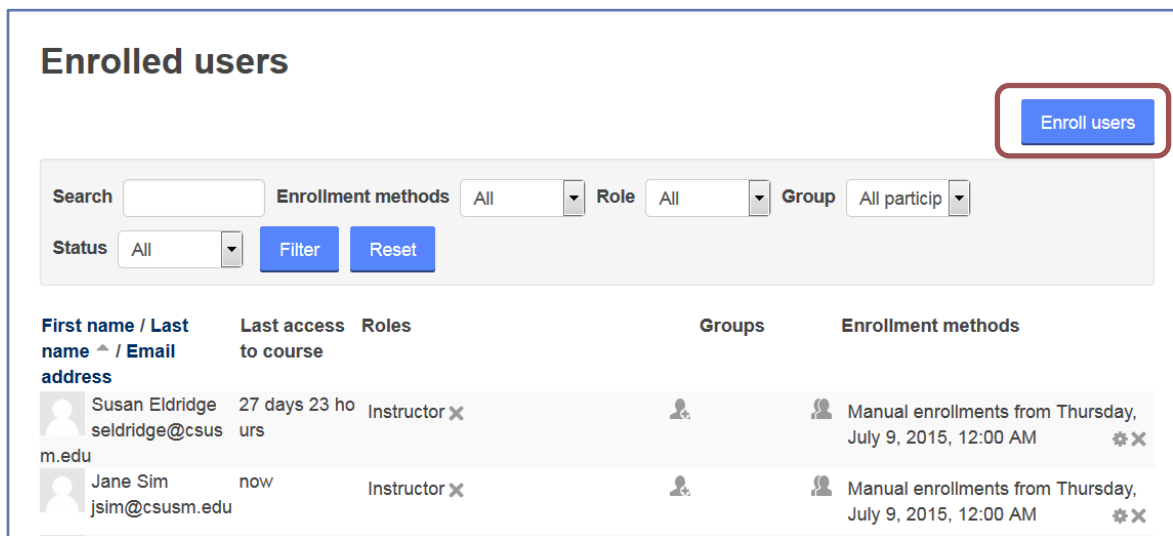
Why Do This

At the start of the semester during add/drop period, there can be up to a 24 hr. administrative delay between the time a student turns in their paperwork and they are added to your Cougar Course. If they need access to course activities during that time, you can manually add the student to your course users. You can also use this process to add TAs or other Instructors as users.

1. In the Administration block, click **Users**, then click **Enrolled users**.



2. On the Enrolled users screen, click the **Enroll users** button at the top right.



3. In the Enroll users pop-up, use the **Assign roles** dropdown to change the role if necessary.
4. Type the new student/TA/Instructor's name in the Search box and hit your **Enter** key.
5. When the results display, click **Enroll** next to their name.
6. Repeat steps 3-5 to add additional users.
7. Click **Finish enrolling users**.

The screenshot shows the 'Enroll users' interface. At the top, there is a title 'Enroll users' and a close button. Below the title is an 'Assign roles' dropdown menu set to 'Student', with a red circle labeled '3' around it. Underneath are radio buttons for 'Browse users' (selected) and 'Browse cohorts'. A section titled 'Enrollment options' contains a search input field with 'vinopal' entered and a 'Search' button, with a red circle labeled '4' around the search area. Below this, it says '1 user found' and lists a user: 'Cherie Vinopal' with email 'cvinopal@csusm.edu'. To the right of the user name is an 'Enroll' button, with a red arrow pointing to it from step 5. At the bottom of the window is a 'Finish enrolling users' button, with a red circle labeled '7' around it.