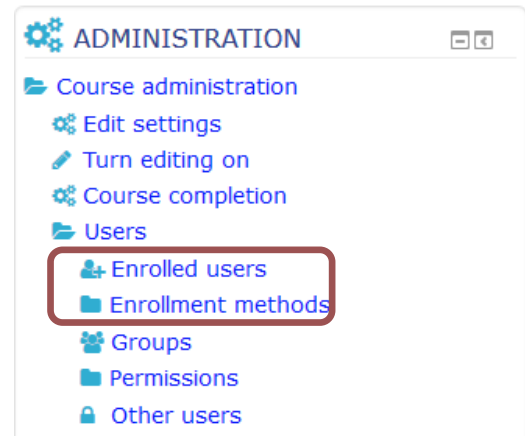


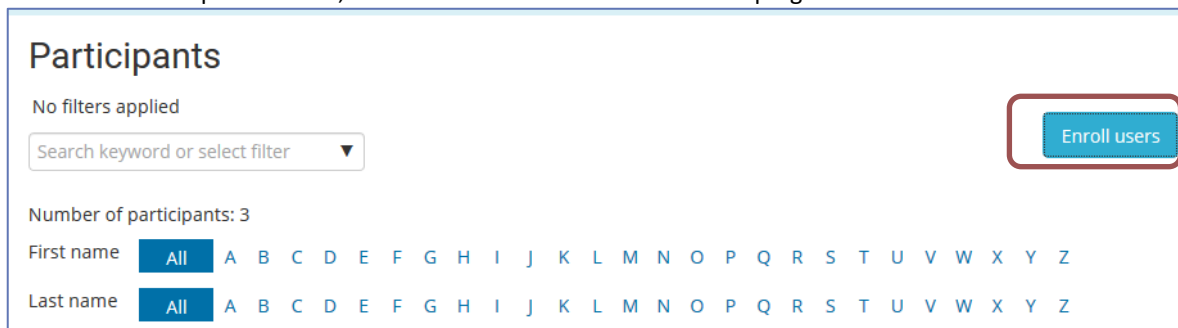
Why Do This

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 Participants screen, click the **Enroll users** button at the top right.



3. In the Enrollment options pop-up, type the name of the user you wish to enroll.
4. Click on the name.
5. Repeat #3 and #4 to add additional users with the same role.
 - Note, if their name doesn't come up, verify they are NOT already a participant. You can also try entering their username in the search.
6. Assign role: Select the appropriate roll from the dropdown.
7. Click **Enroll selected users and cohorts.**

Enrollment options

Select users No selection **3**

Blake Schilling

Select cohorts **4**

Blake Schilling bschilling@csusm.edu

Search

Assign role Student **6**

Show more...

7

Enroll selected users and cohorts