Step by Step: Enrolling Teaching Assistants

1. Open a course and be sure Edit Mode is ON.

2. In the course Control Panel, click the Users and Groups link and select Users.

3. The Users page lists all users and their roles. If your user appears in the list, click the action link next to their name and select Change User's Role in Course.

If the user does not appear in the list, go to step 6.
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4. On the **Change User’s Role in Course** page, click on the **Teaching Assistant** button.

5. Click the **Submit** button.

6. If your user does not appear in the list, click on the **Find Users to Enroll** button.

7. On the **Add Enrollments** page, enter the **Username** or click the **Browse…** button.
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8. The Browse page lets you search by **Username, First Name, Last Name or Email**. Explore the options to locate the correct person.

   When the correct person is located, click the **checkbox** to the left of their name and click the **Submit** button.

9. Back on the **Enroll Users** page, click the **Role** drop-down menu and click **Teaching Assistant**.

10. Click the **Submit** button.

11. On the **Users** page, the list now shows the user with the **Teaching Assistant** role.