Step by Step: **Enrolling A Single Student**

For most courses, instructors will batch enroll students from a provided enrollment file after course registrations are confirmed. See the related step by step instructions for Batch Enroll. This document shows how to add a single student if you have a small class, or if you are adding an instructor in another course as a student to test your course.

1. **Be sure Edit Mode is ON.**

2. **In the 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 the next step.
4. Click on the **Find Users to Enroll** button.

5. On the **Add Enrollments** page, enter the **Username** (if you know it) or click the **Browse** button.

6. 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.
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7. Back on the **Enroll Users** page, the Username field has been populated. The default role is Student.

   ![Enroll User Form]

   Click the **Submit** button.

   ![Submit Button]

   On the **Users** page, the list now shows the user with the **Student** role.