**Add Users**

To add users to your class go to Control Panel → Users and Groups → Users

Click on the “Find Users to Enroll” button

Type their username if you know it and click Submit.

A student’s username is usually their first initial, part of their last name and a number.
If you do not know their username then click the Browse... button to search for users. Once you’ve found them assign a role for them and click Submit.

**Add Enrollments: TRtrain-2015**

Users that have an existing account in the system can be enrolled in the Course. Click Browse to identify in a search for users. More Help

* Indicates a required field.

**1. Enroll Users**

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

- **Username**: ghnw1
- **Role**: Student
- **Enrollment Availability**: Yes

**Removing Users**

Go to Control Panel→Users and Groups→Users.
If you do not see your class list. Search for Username, Not Blank → Go.

First check the box beside the user you wish to remove. Second, click Remove Users From Course.

This will remove the user and delete all of their work in the class.

**Enrollment Availability**

Setting a student’s Enrollment Availability to No will preserve their work in your course but it will block access to your course for that student.

On the User page drop down that student’s menu.