

## Add, Edit, or Remove a User

### Add a User

- Go to the course you would like to add a user to.
- Go to **Control Panel** on the bottom left-hand corner of the course.
- Click on **Users and Groups** then click on **Users**



- Hover over **Enroll User** and click **Find Users to Enroll**
  - **Option #1**
    - Enter the **Username** or multiple **Usernames** (separated by commas), select the User's **Role** from the drop down list, select User's **Enrollment Availability** status then click **Submit**.

**Enroll Users**

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

\* Username

Role

Enrollment Availability  Yes  No

### Option #2

- Select the Browse option to find a User.

**Enroll Users**

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

\* Username

Role

Enrollment Availability  Yes  No

## Add, Edit, or Remove a User (continued)

### Add a User

A user is usually found by typing in the **username** (FlashLine ID) and clicking **Go**. If the user cannot be found, additional search options can be used by searching Username, First Name, Last Name or Email (select from the drop down list) and / or by the next search option if the Username Contains, Equal to, Starts with, Not blank (select from the drop down list) and clicking **Go**.

**Users**

Search Username Contains username Go Options: User Information

- Select the correct user and click **Submit**.

**Users**

Search Username Equal to Go Options: User Information

<input checked="" type="checkbox"/>	Status	First Name	Last Name	Username	Email
<input checked="" type="checkbox"/>		Student	One	student1	

Displaying 1 to 1 of 1 items Show All Edit Paging...

Cancel Submit

- Select the user's **Role** from the drop down list as well as the User's **Enrollment Availability** status within the course then click **Submit**.

**Enroll Users**

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

\* Username student1 Browse...

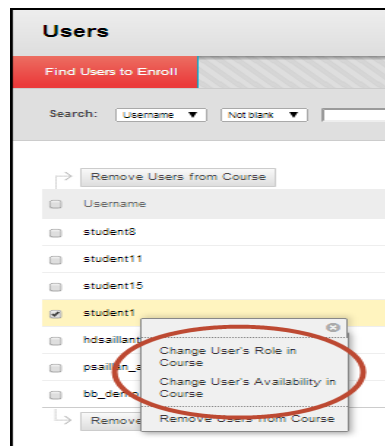
Role Student

Enrollment Availability  Yes  No

## Add, Edit, or Remove a User (continued)

### Edit a User

- From the Users screen, hover over the user you wish to remove and click **Edit** (this option is primarily used to change a user's role and/or availability within the course).
  - By selecting **Change User's Role in Course** you can change the Role of the User selected
  - By selecting **Change User's Availability in Course** you can change the User's availability (enabled or disabled) within this course only.



- To change a user's role, select the corresponding radio button (circle) next to the Role you want to change the user to and click **Submit**. To change a user's availability, select **Yes** (enabled) or **No** (disabled) from the drop down option and click **Submit**.

### Change User's Role in Course

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**1. Role and Availability**

Role

Student  
 Instructor  
 Teaching Assistant  
 Course Builder  
 Grader  
 Guest

Available (this course only) Yes ▼

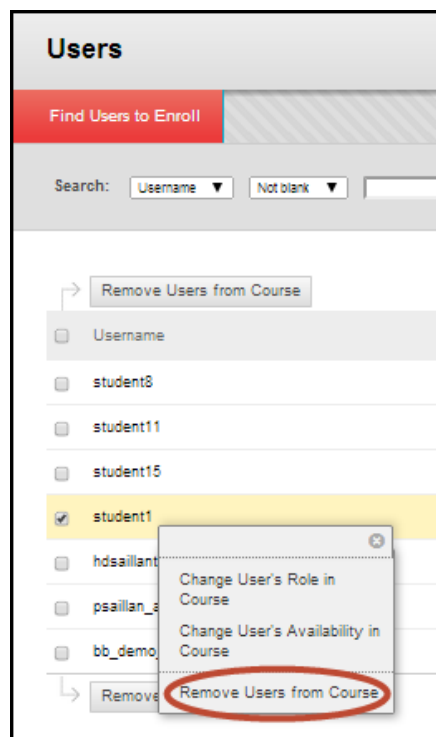
**2. Submit**

Click Submit to proceed. Click Cancel to quit.

## Add, Edit, or Remove a User (continued)

### Remove a User

- From the Users screen, hover over the user you wish to remove and click **Remove Users from Course**.



- You will be given the final option to Delete user by selecting **OK** or cancel the request by selecting **Cancel**.

