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.

Option #2
- Select the Browse option to find a User.
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**.

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