Add a User to a Course

At some point you may want to add users to your course manually, such as when you want to add a Teaching Assistant.

1. Open the course in which you want to enroll the user.
2. Click on Course Tools in the “Control Panel” to see a list of tools for instructors.
3. Click Add/Modify Enrollments in the tool list.
   Note: If you do not see “Add/Modify Enrollments,” click Customization in the Control Panel, then click Tool Availability. Scroll down to find the “Roster Manager” tool, and click to place a check in the ”Available” column. Then click Submit and go back to Step 2.
4. Click Enroll Users.
5. In the space provided, type the OHIO ID(s) of those you want to enroll. (Use just the unique part of the OHIO ID, such as zz998877, rather than “zz998877@ohio.edu.”) If entering multiple IDs, separate each with a comma.
6. After entering the ID(s), click the Search button.
7. Click to check the box next to each user that you wish to add to the course.
   Note: If a searched ID returns with a “Null” designation, it means the user is not already in the Bb system. Click the box for the listing anyway — this will add the user to the system.
8. After selecting the user, click Submit.
9. On the next page select the role you wish to assign to the user by clicking on the radio button to the left of each role.
10. Scroll down and click Submit; this will take you back to the “Add/Modify Enrollments” page, and the user will have been enrolled.