Modify a User’s Role within a Course

At some point you may want to change the role of a user that you added to your course manually. The following describes the process of changing course roles for manually enrolled users.

1. Open the course in which you enrolled 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 Manage Enrollments.
5. Select the user whose role you wish to modify then click the Change Role button at the end of the user’s listing.
6. On the next page select the user role you wish to assign to the user by clicking on the radio button to the left of the role.
7. Scroll down and click Submit; this will take you back to the “Add/Modify Enrollments” page, and the user’s role will have been changed.