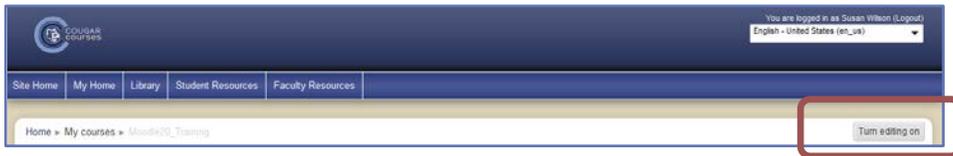


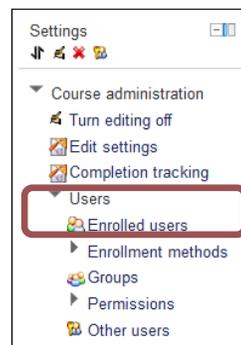
Why Do This

At the start of the semester during add/drop period, there is at least a 24 hr. administrative delay between the time a student turns in their paperwork and they appear on your roster. If they need access to course activities during that time, you'll need to manually add the student to your course users. You would also use this process to add TAs or other Instructor's as users.

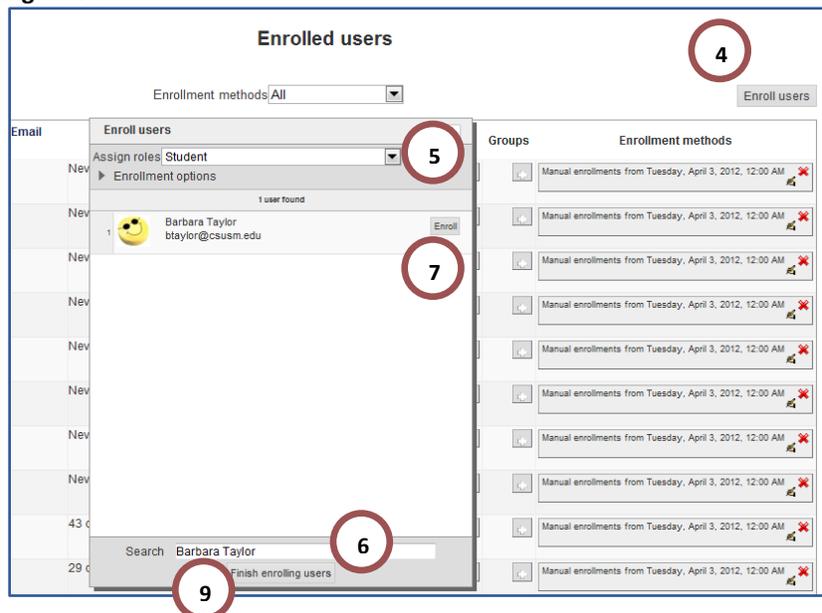
1. Log onto Cougar Courses and go to the main page of your course.
2. Click **Turn editing on**.



3. In the Settings block, click **Users**, then click **Enrolled users**.



4. In the Enrolled users screen, click **Enroll users**.
5. In the Enroll users pop-up, use the **Assign roles** dropdown to change the role if necessary. (See end of this document for a description of roles.)
6. Type the new student/TA/Instructor's name in the Search box and hit keyboard **Enter** key.
7. Click **Enroll** next to their name.
8. Repeat steps 5-7 to add additional users.
9. Click **Finish enrolling users**.



ROLE	DESCRIPTION
Instructor	Instructors can do anything within a course, including changing the activities and grading students.
Facilitator With Grade Book Access	Facilitators with grade book access can do nearly anything within a course, including changing the activities and grading students. They cannot add or remove accounts or override permissions.
Facilitator Without Access to Grades	Facilitators without access to grades can do nearly anything within a course regarding adding, changing, or deleting resources and activities. They cannot add or remove accounts or override permissions. They do not have the ability to see the grade book.
Grader Without Design Access	A Grader can participate in a course much like an instructor and grade students, but may not add, edit, or delete most resources or activities.
Student With Access to Hidden Courses	Students generally have fewer privileges within a course. This student can see the related course even if it is made unavailable to students (hidden). Typically used to give access when a student is fulfilling an "Incomplete" beyond the term archiving.
Student	Students generally have fewer privileges within a course.
Browse-only Access	The true "Guest" account but for authenticated users that are to have fewer privileges than students. This account can view resources and most activities but cannot contribute within activities.
Guest	Guests have minimal privileges and usually can't enter text anywhere.