

ADDING INDIVIDUALS TO A COURSE **Online@UT**

CAN I ADD A NON-ENROLLED USER TO MY COURSE?

Yes. You do not need to contact Online@UT to add UT-affiliated (non-student) users to your course. As an instructor, you can opt to add teaching assistants, guest instructors, and graders to a course site. It is important to note that you do not need to add formally enrolled student users to your course. Students who are enrolled in your course will be automatically added by the registration system. If an enrolled student user is not showing up in your course within 24 hours of enrollment, please contact Online@UT.

HOW DO I ADD A USER TO MY COURSE?

Adding users to a course is a very simple process, involving only a few steps:

- From the main page of your course site, click **Control Panel**
- In the User Management area of the Control Panel, click **Enroll Users**
- Search for the individual you want to add:
 - Select the button that reflects the type of search you want to perform – Last Name, Username, or Email
 - Type the appropriate information (for instance, the individual's NetID if you're searching by Username) into the search box
 - Click "Search"
- Select the user (or users) you want to add by clicking the checkbox in the Add column
- Click "Submit"
- You will receive a receipt of Success. Click "OK"

IS THAT ALL?

Not quite. You will need to check to be sure that the individual has been assigned the correct role in your course. From the Control Panel, in the User Management area, select **List / Modify Users**. Search for the individual you just added (see above instructions). When the individual has been located, click the "Properties" button to view their current role in your course. You may assign them one of the following roles, depending on their intended level of involvement in your course: Course Builder, Grader, Guest, Instructor, Student, or Teaching Assistant. Click "Submit" when you are satisfied. You will receive acknowledgement that the user's information has been updated. Double-check this information to be sure it's correct. If everything is as it should be, you're finished!