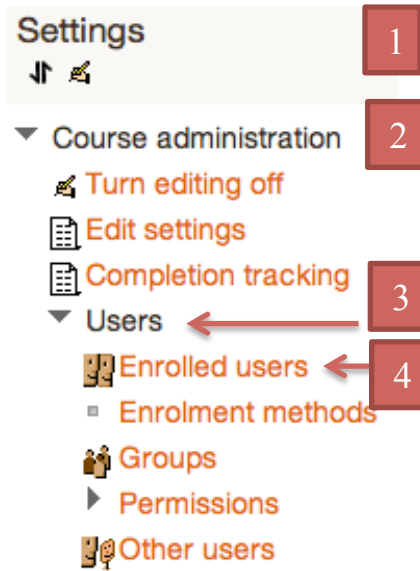


Enrolling & Un-enrolling Students

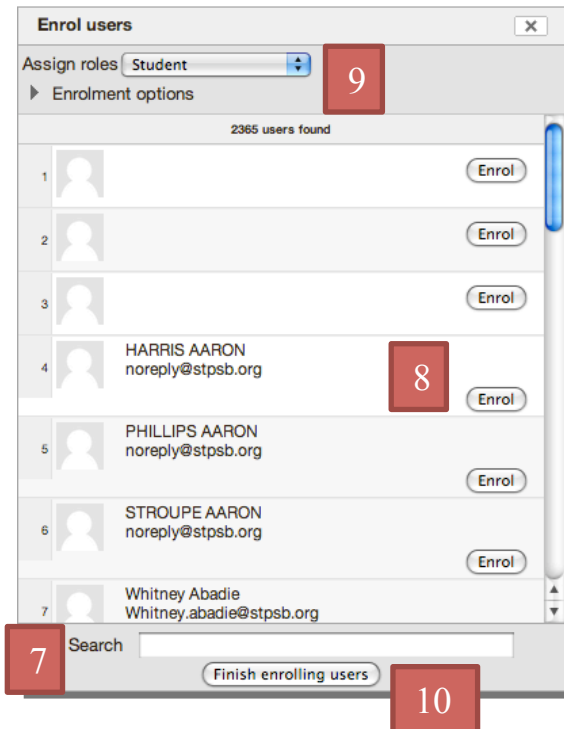
To enroll students



1. Click on **Administration** [left side]
2. Expand the **Course administration** section [if necessary]
3. Expand the **Users** section [if necessary]
4. Click on **Enrolled users**. A list of enrolled users will show.

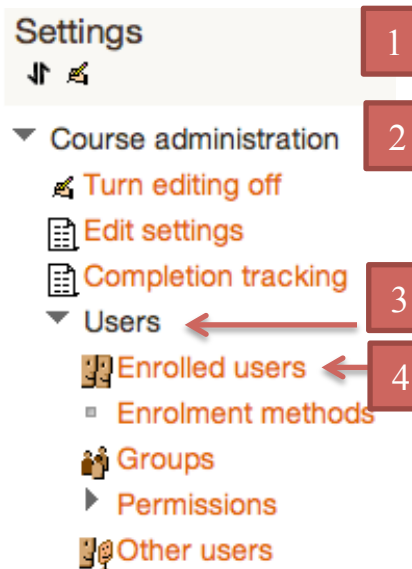
5. Click on the button (upper right hand side.)

6. A new **Enroll users** window will pop up.



7. In the **Search** box, type firstname (press spacebar) lastname, then hit enter. Ex. Aaron Harris. Note: You can type part of the student's name in the search box. Ex. Aaron Ha
8. Click on the button (next to the name) to enroll a teacher or a student.
9. Be sure that the **Assign roles** setting is set to the default **Student** when enrolling students, or non-editing teacher for your fellow teachers.
10. Click Finish enrolling users when you are finished. All the new students should show up in the list.

To **un-enroll students** – do the same steps as above #1-4



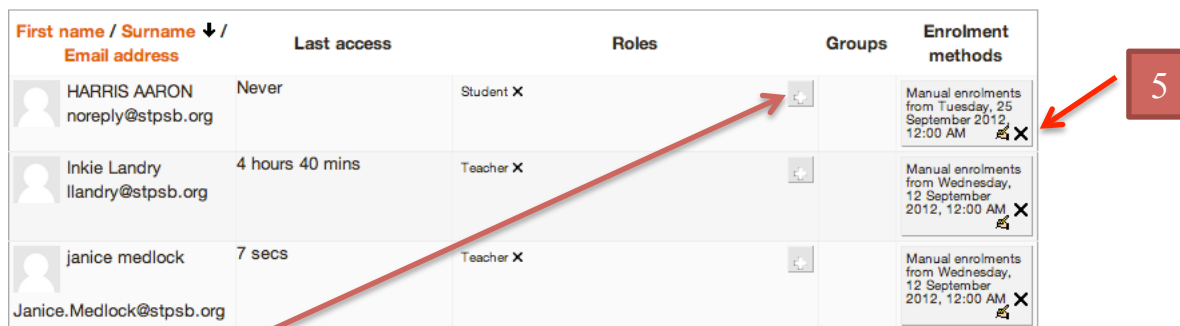
1. Click on **Administration** [left side]










2. Expand the **Course administration** section [if necessary]



3. Expand the **Users** section [if necessary]

4. Click on **Enrolled users**. A list of enrolled users will show.

5. Click the **X** to un-enroll a student from your course. You will be asked to confirm this action.



First name / Surname ↓ / Email address	Last access	Roles	Groups	Enrolment methods
 HARRIS AARON noreply@stpsb.org	Never	Student X		Manual enrolments from Tuesday, 25 September 2012, 12:00 AM 
 Inkie Landry llandry@stpsb.org	4 hours 40 mins	Teacher X		Manual enrolments from Wednesday, 12 September 2012, 12:00 AM 
 janice medlock Janice.Medlock@stpsb.org	7 secs	Teacher X		Manual enrolments from Wednesday, 12 September 2012, 12:00 AM 

6. Click on the  to **change the role of any participant to Student, Non-editing teacher, or Teacher**.
7. If you teach more than one section of a subject, they may be in groups if I did the enrolling. You can change the group a student is in by clicking on the  to the right of the group and selecting a different group.