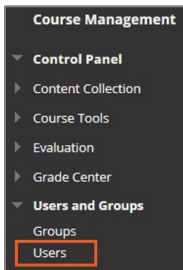


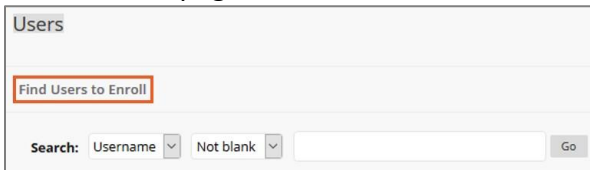
Add Users to a Course

All course instructors have the ability to enroll users in their courses as: course builders, graders, instructors, students, or teaching assistants.

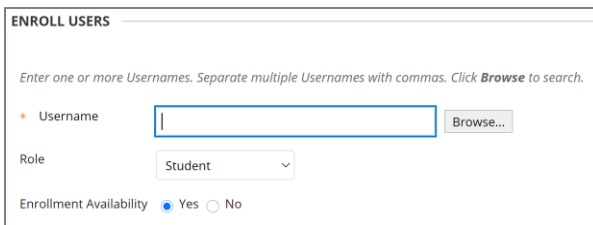
1. In the Navigation Menu, go to Course Management > **Control Panel**. Click **Users and Groups** to expand the section, and click **Users**.



2. On the **Users** page, click **Find Users to Enroll**.



3. Type the **Username** or click **Browse** to search for users. Only users that are not already enrolled in your course will be identified in a search for users.
4. Select a **Role** and **Enrollment Availability** for the users



5. Click **Submit**.
6. A message will display at the top of the **Users** page.

Success: Enrollment added for user: abc123.

Remove Users from a Course

Removing users from a course is final and irreversible. All of the information associated with the users is deleted: such as Grade Center information, assessment and assignment information, and course statistics. Discussion board posts, received messages, and email are not deleted. Deleted users and their corresponding information cannot be restored to your course. However, you can re-enroll a deleted user into your course without any associated data.

The instructors at UTSA are not able to delete users from their courses. To remove users from a course, instructors can send an email to academicinnovation@utsa.edu with the following information:

- Course ID
- Course Title
- Course Section
- Course CRN Number

- Semester
- Instructor of the Course
- Name of the User to be removed
- abc123 of the user to be removed
- Reason for removing the user

Course Roles

Course roles control access to the content and tools within a course. Each user has a role for each course in which they participate. The following are the roles for UTSA:

Instructor – Instructors have full access to the course Control Panel. This role is generally assigned to the person developing, teaching, or facilitating the class. If a course is unavailable to students, users with the Instructor role may still access it. The instructor is included in the course description in the Course Catalog.

Teaching Assistant - Users with the Teaching Assistant role have access to most of the course Control Panel. The teaching assistant is not included in the course description in the Course Catalog. Teaching assistants cannot remove an instructor from a course, export course content, and access the course until the course is available.

Course Builder – The Course Builder role has access to most areas of the course or organization Control Panel. This role is appropriate for an assistant who should not have access to student grades. If the course is unavailable to students, a course builder can still access the course. The course builder cannot remove an instructor from a course.

Grader – The Grader role has limited access to the course Control Panel. Graders can assist an instructor adding manual entries to the Grade Center. If a course is unavailable to students, user with the role of Grader cannot enter the course until the course is available.

Student - Student is the default user role. A user with the role of Student has no access to the course Control Panel.