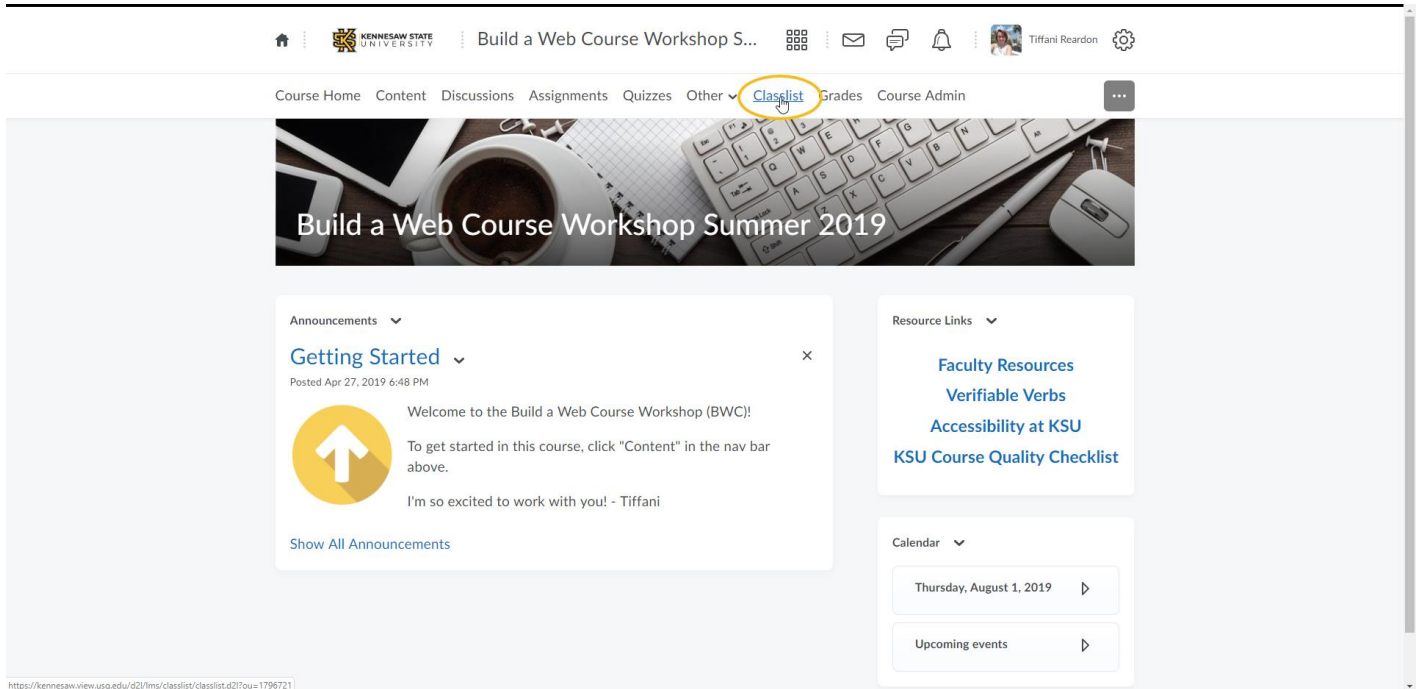
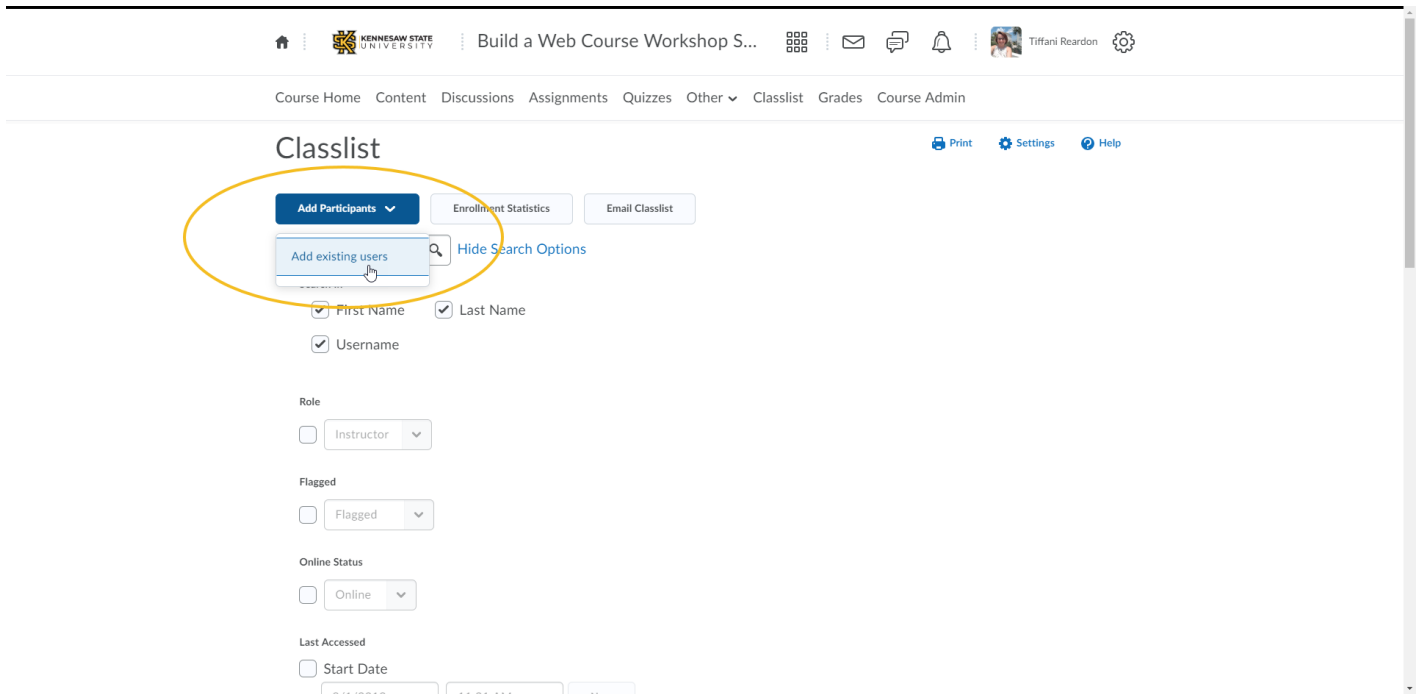


Adding Users to a D2L Course

1. Go to your course and click “Classlist” in the navigation bar.



2. Click “Add Participants.” Then click “Add Existing Users.”



3. Type the person's name in the search bar. Then click the search button.

Build a Web Course Workshop S...

Course Home Content Discussions Assignments Quizzes Other ▾ Classlist Grades Course Admin

Add Existing Users

Enrollment Options

Set all roles to: -- Select a Role -- ▾ Set all roles

Send: Send Enrollment email

Add Existing Users

Brayden Milam Hide Search Options

Search In

First Name Last Name

Username

You must perform a search.

Enroll Selected Users Cancel

4. Check the box next to the person's name. In the drop-down menu next to them, select the appropriate role. When you are finished, click "Enroll Selected Users."

Add Existing Users

Enrollment Options

Set all roles to: -- Select a Role -- ▾ Set all roles

Send: Send Enrollment email

Add Existing Users

Brayden Milam Hide Search Options

Search In

First Name Last Name

Username

1 Search Result Clear Search

Email

<input type="checkbox"/>	Last Name, First Name	Username	-- Select a Role -- ▾
<input checked="" type="checkbox"/>	Milam, Brayden	bmilam3	Instructor

20 per page ▾

Enroll Selected Users Cancel

5. Click "Done."

Build a Web Course Workshop S...

Course Home Content Discussions Assignments Quizzes Other ▾ Classlist Grades Course Admin

Confirmation of Enrollment

1 users have been enrolled successfully:

Last Name ▲, First Name	Username	Role
Milam, Brayden	bmilam3	Instructor

20 per page ▾

Done Add More Participants

Created by Tiffani Reardon, August 2019