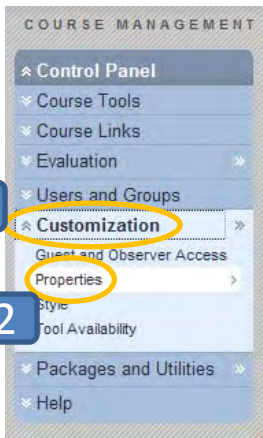


How to make the course available



1

3

3. Set Availability

Make this course available to users?

Make Course Available Yes No

4

Submit

1. Under **Control Panel**, expand **Customization**
2. Click on **Properties**
3. Under #3, **Set Availability**, Select **Yes**
4. Click **Submit**

How to enroll students



1

2

1. Enroll Users

Enter one or more Usernames. Separate multiple Usernames with commas. Click Browse to search.

* Username

Browse...

Role

4

Enrollment Availability Yes No

5

Search Options:

1. Under **Control Panel**, expand **Users and Groups**
2. Click on **Users**
3. Click on **Find Users to Enroll**
4. Click on **Browse** to search for users
5. **Search** for the student by choosing the **search parameters** and then click **Go**
6. **Check** the **check box** for the student
7. Click **Submit**
8. The student usernames will be listed in the **Username** box and you can click on **Browse** to add more students
9. Once you have finished locating the student(s), click **Submit** to enroll them in your course.

How to remove students



Users

Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

Find Users to Enroll

Search:

> Remove Users from Course

<input type="checkbox"/>	Username	Last Name	First Name	Email
<input checked="" type="checkbox"/>	testuserz	UserZ	Test	sdietch@rbc.edu

1. Under **Control Panel**, expand **Users and Groups**
2. Click on **Users**
3. You will see a list of the students in the course.
4. **Click** the **box** next to the student's username.
5. Click on **Remove Users from Course**

Remember that when you remove students from the course that it removes all of their content (grades and actions) from the course.