

Enroll and Remove Users

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| **Make sure edit mode is on****(Top right of screen)** |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

This allows you to choose for an assignment to be released to only a specific student during a specific time. An example for this use is in the case of a CAS accommodation.

1. Under Users and Groups Click Users
2.  Click Enroll User 🡪 Find Users to Enroll.
3. Set the Role of the User and Click Browse
4. Search for and select the user you wish to enroll.
5. Click Submit.
6. Check the box of the students you wish to remove from the course and click Remove Users from Course.

Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at asktlc@ufv.ca

