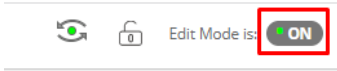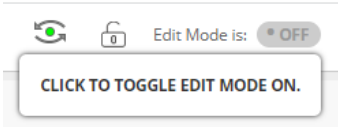# Enroll and Remove Users

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.
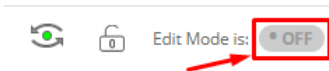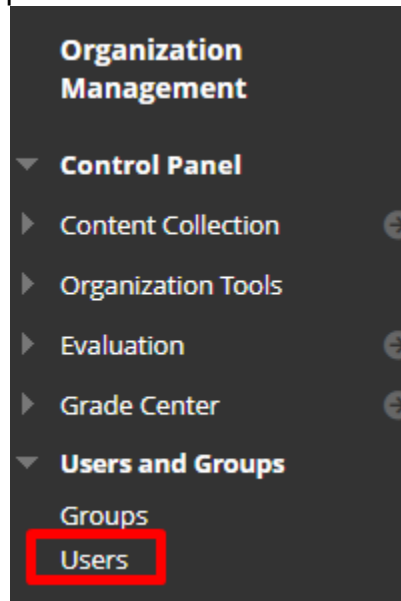
**Make sure edit mode is on
(Top right of screen)**

Edit Mode is ON	**Click to toggle.**	**Edit Mode is Off**
Edit Mode is: **ON**	Edit Mode is: **OFF** CLICK TO TOGGLE EDIT MODE ON.	Edit Mode is: **OFF**

1. Under Users and Groups Click Users

Organization Management

Control Panel
▶ Content Collection →
▶ Organization Tools
▶ Evaluation →
▶ Grade Center →
▼ **Users and Groups**
  Groups
  Users

2. Click Enroll User → Find Users to Enroll.
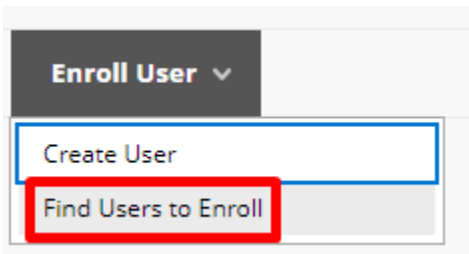
3. Set the Role of the User and Click Browse

ENROLL USERS

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

* Username		Browse...
Role	Participant ▾	
Enrollment Availability	⦿ Yes ◯ No	

4. Search for and select the user you wish to enroll.

Users

Search Username ▾ Contains ▾ 300069744 Go Options: User Information ▾

	STATUS	FIRST NAME	LAST NAME △	USERNAME	EMAIL
☐		Courtney	Boisvert	300069744	Courtney.Boisvert@ufv.ca
☐		Courtney	Boisvert_PreviewUser	300069744_previewuser	Courtney.Boisvert@ufv.ca

Displaying **1** to **2** of **2** items   Show All   Edit Paging...

Cancel   Submit

5. Click Submit.

6. Check the box of the students you wish to remove from the course and click Remove Users from Course.

Enroll Users

	Remove Users from Course	
☐	STATUS	USERNAME
☑		300069744
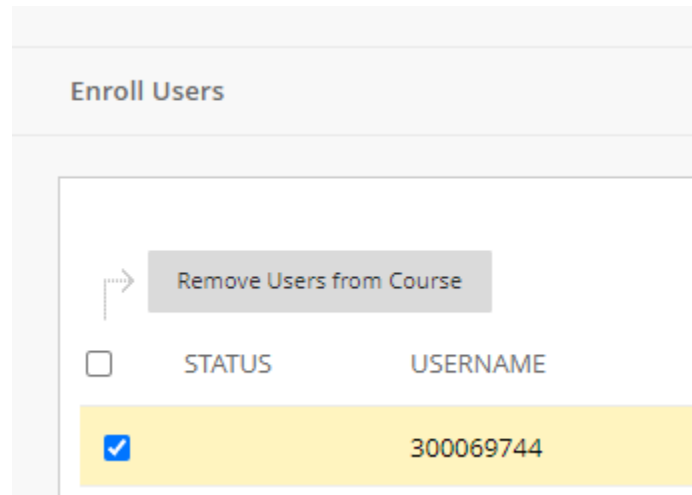
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