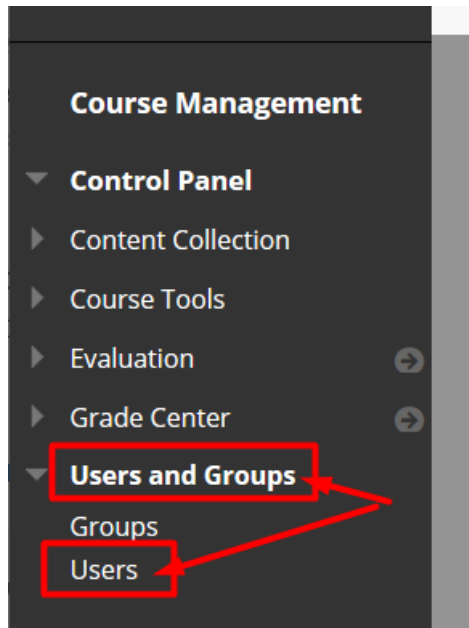
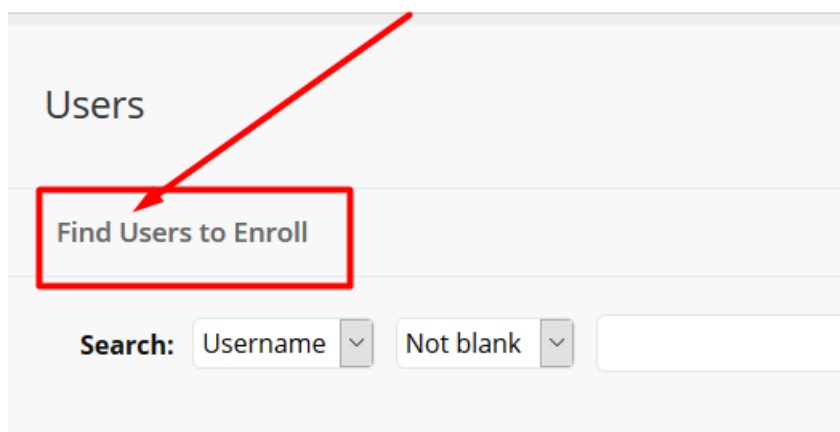


Users: How to Enroll and Remove (admin only)

1] (left menu) Course Management > Users and Groups > Users



2] Find Users to Enroll



3] Fill in the Username box with UFV Number ID > Submit

* Indicates a required field.

ENROLL USERS

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

* Username

UFV Number ID

300099999

Browse...

Role

Student

Enrollment Availability

Yes No

Click **Submit** to proceed.

Cancel

Submit

4] Select Username > Remove Users from Courses

Users

Find Users to Enroll

Search:

Username

Not blank

Remove Users from Course



USERNAME

FIRST NAME

LAST NAME



student12

zz-testing-student12

zz-testing-student12



student11

zz-testing-student11

zz-testing-student11