

On occasion, a person needs to be added to your course list as an assistant. This is a two-step process. The first step is to add the person into the class (the default role is student) and the second step is to change the role.

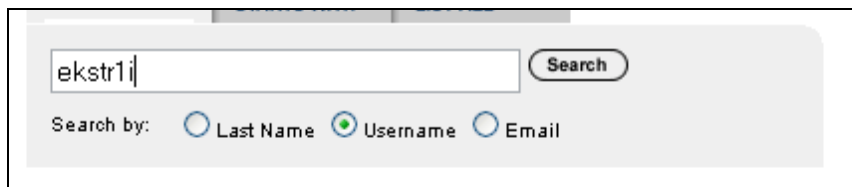
Hint: *It is easiest to add a person if you have a global ID.*

Step one is adding a person to your class.

1. Enter your class and click on **Control Panel**.
2. Click **Enroll User**.

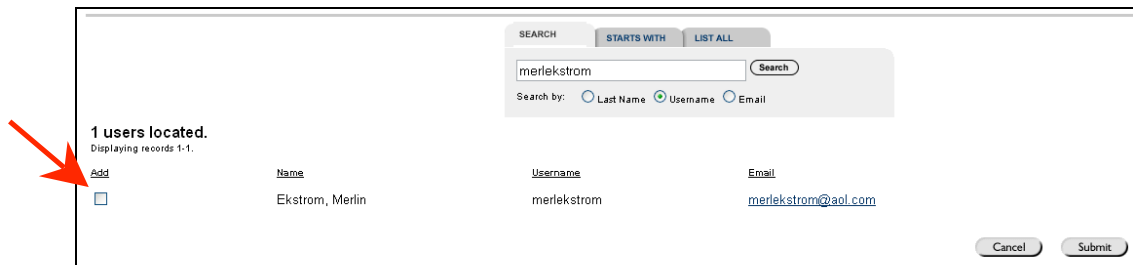


3. Click **username** and type in the **global ID** for the person to be added.



A screenshot of a search form. The search input field contains the text 'ekstr1i'. To the right of the input field is a 'Search' button. Below the input field, there are radio buttons for 'Search by:' with 'Last Name', 'Username' (selected), and 'Email' options.

4. On the next screen, check the box to the left of the name and click submit and OK.



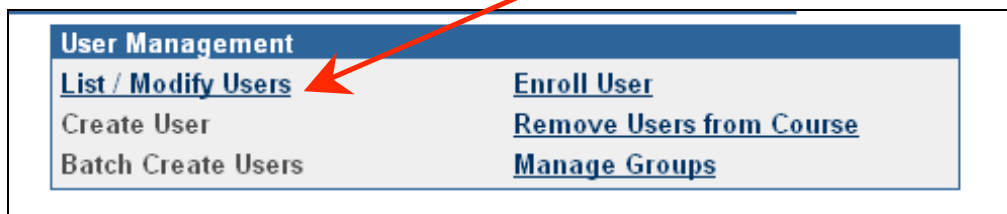
A screenshot of search results. At the top, there is a search bar with 'merlekstrom' entered and a 'Search' button. Below the search bar, there are radio buttons for 'Search by:' with 'Last Name', 'Username' (selected), and 'Email' options. The results section shows '1 users located. Displaying records 1-1.' and a table with the following data:

Add	Name	Username	Email
<input type="checkbox"/>	Ekstrom, Merlin	merlekstrom	merlekstrom@aol.com

A red arrow points to the 'Add' checkbox in the first row of the table. At the bottom right of the results area, there are 'Cancel' and 'Submit' buttons.

Step two is changing the role of the new person

1. Click on **Control Panel** and **List/ModifyUsers**.



2. You will see the same box as in step three above. You can either type in the global ID again to bring up just one person, or you can click submit and all class members will be visible.
3. Click **Properties** for the person who will be the Teaching Assistant (on the right side of the page).
4. On the next screen move down the page to click the box next to **Teaching Assistant**.
5. Click **submit** and **OK**.