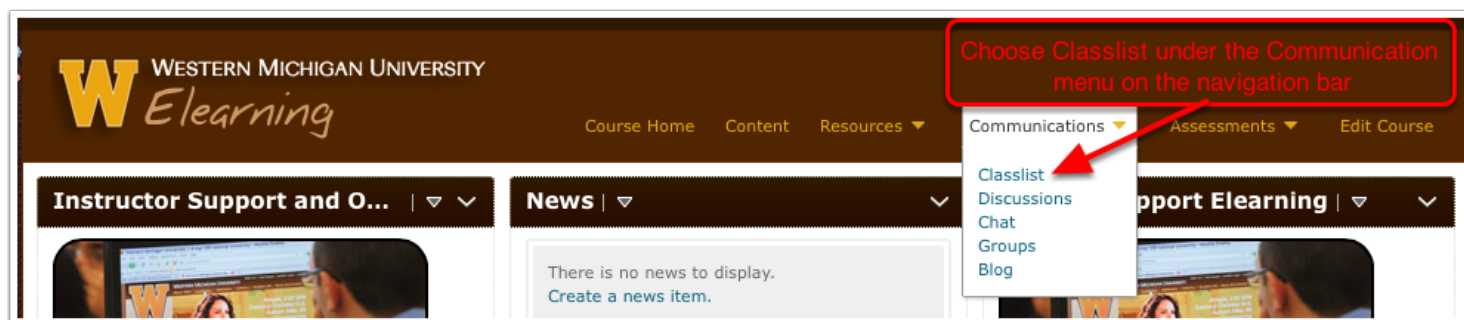


Add Participants

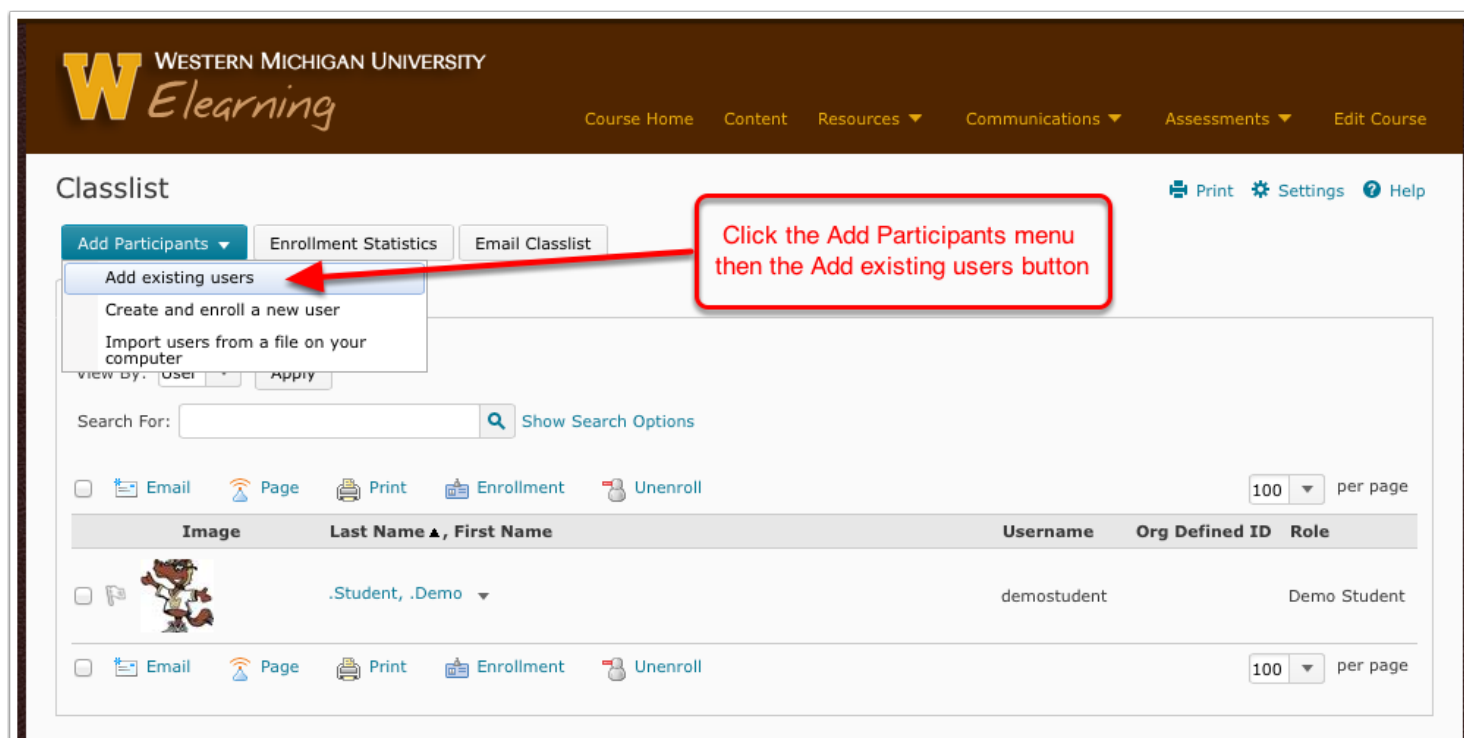
Step 1 – Access Classlist

Choose *Classlist* under the *Communication* menu on the navigation bar



Step 2 – Add Existing Users

Click the *Add Participants* menu then the *Add existing users* button



Add Participants

Step 3 – Search for User

Enter the user name and press the magnifying glass to search

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Course Home Content Resources ▾ Communications ▾ Assessments ▾ Edit Course


Add Existing Users

Enrollment Options

Set all roles to: -- Select a Role -- ▾ Set all roles

Send: ☐ Send Enrollment email

Add Existing Users

Search For: Test student  [Hide Search Options](#)

Search In

☒ First Name ☒ Last Name
☒ Org Defined ID ☒ Username

You must perform a search.

Enroll Selected Users Cancel

Add Participants

Step 4 – Choose Role

Check the user to add and select the appropriate role. Click **Enroll Selected Users**.

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Add Existing Users

Enrollment Options

Set all roles to: -- Select a Role -- ▾ Set all roles

Send: ☐ Send Enrollment email

Add Existing Users

Search For: Test student 🔍 [Hide Search Options](#)

Search In

- ☒ First Name
- ☒ Last Name
- ☒ Org Defined ID
- ☒ Username

3 Search Results [Clear Search](#)

☐ Email 20 ▾ per page

First Name, First Name	Username	Org Defined ID	Role
<input checked="" type="checkbox"/> Test, Student	s5test	492898225	Student ▾
<input type="checkbox"/> TestStudent, D2L	D2LStudent		-- Select a Role -- ▾
<input type="checkbox"/> Student, Test	Test.Student	tstudent	-- Select a Role -- ▾

☐ Email 20 ▾ per page

Enroll Selected Users

Click Enroll Selected Users.

Add Participants

Step 5 – Confirmation

Confirmation appears. Click *Done* or *Add More Participants*.

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Confirmation of Enrollment

1 users have been enrolled successfully:

20 ▼ per page

Last Name ▲, First Name	Username	Org Defined ID	Role
Test, Student	s5test	492898225	Student

20 ▼ per page

Done **Add More Participants**

Click Done or Add More Participants