

Assigning a Teaching Assistant to Your Course

1. Click on 'Participants' from the left-hand menu.
2. In the upper-right-corner of the window, click the gear icon and then 'Enrolled users.'
3. Click the 'Enroll users' button at the top right or bottom left of the page
4. Use the 'Assign roles' dropdown if you wish to change the role.
5. Click to expand the enrolment options and set them as appropriate.
6. Browse or search for the user (Note that when searching for users, exact matches are listed first)
7. Click the Enroll button opposite the user. The user will indent in the list and the enroll button will disappear, indicating that the user is enrolled.
8. When you have finished, click the 'Finish enrolling users' button (or simply close the enroll users box)