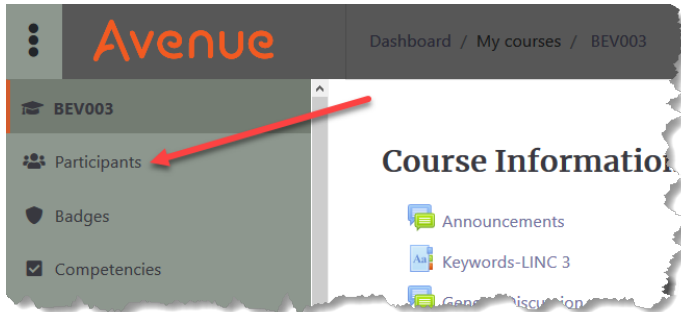


## Enrolling Learners with User Accounts in a Course

Instructors can add learners with Avenue user accounts to their course by following these steps.

1. Click **Participants** in the **Navigation drawer**.



The **Participants** page, listing all of the participants enrolled in the course, appears.

No filters applied Enrol users

Search keyword or select filter ▼

Number of participants: 6

First name  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

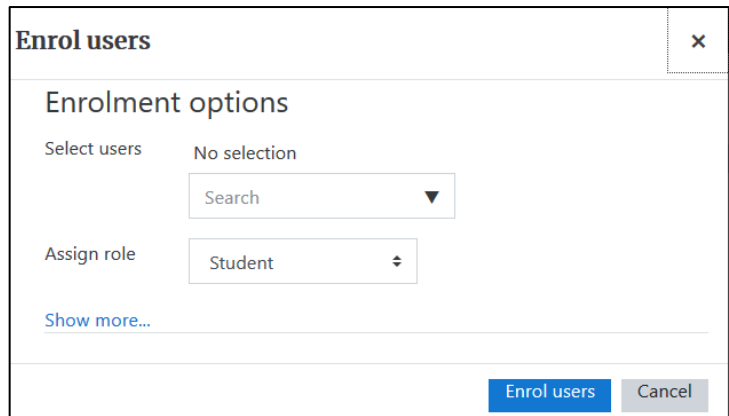
Surname  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name ▲ / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Ahmed Ali	ahmedali@fakemail.ca	Student	No groups	1 hour 39 mins	Active
<input type="checkbox"/>	Beverly Davis	beverlydavis@fakemail.ca	Teacher	No groups	39 mins 22 secs	Active
<input type="checkbox"/>	Eduardo Garcia	eduardogarcia@fakemail.ca	Student	No groups	2 days 18 hours	Active
<input type="checkbox"/>	Lee Chan	leechan@fakemail.ca	Student	No groups	23 days 21 hours	Active
<input type="checkbox"/>	Maria Gupte	mariagupte@fakemail.ca	Student	No groups	15 days 19 hours	Active
<input type="checkbox"/>	Sepideh Alavi		Manager	No groups	now	Active

With selected users...

Enrol users

1. Click the **Enrol users** button to add more learners (or instructors) to the course.



2. Use the **Search** filter of the window to find learners not appearing in the list. Try searching by typing in their **surnames**, which are often more distinctive than their first names. Multiple learners can be enrolled before closing this window.



The default setting for the **Assign roles** drop-down menu is **Student**.

3. Click the blue **Enrol users** when you are done. (More than one student can be enrolled in the course at one time).

The newly enrolled learner(s) will appear in the list on the **Participants** page.

Note: To unenroll a student, click the trash can next to the student's name and confirm when prompted.