



ADDING A USER TO YOUR COURSE

If you are a section instructor in eLearning, you can choose to add users as section designers and teaching assistants to your eLearning course sections. To have someone added to your course in other capacities (student or auditor), contact the eLearning Team at 348-ELEarn (3532) or elearning@ua.edu to learn more.

Section designers can create, edit, and delete all course content, communication tools, and assignments and assessments.

Teaching Assistants can grade assignments and assessments and participate in discussions.

If you would like someone to have all of these capabilities, you may enroll the user as a Section Designer and as a Teaching Assistant in your course section.

In the **Teach** Tab, locate **Instructor Tools** and click on **Grade Book**

1. From the *Grades, Members, View All, or Custom View* tab, click **Enroll Members**.

Teach Student View **Designing Practice - Practice**

Your location: **Grade Book**

Grade Book

Create Column Enroll Members Grade Book Options

Import from Spreadsheet Reorder Columns

2. Enter the user name. This is the person's Bama username, for example *djohnson, smith047, mwithr*.

< Your location: [Grade Book](#) > **Enroll Members into this Course**

Enroll Members into this Course

Import from User Database

User name	Assign roles
<input type="text" value="ccrawfo"/>	<input checked="" type="checkbox"/> Teaching Assistant
	<input checked="" type="checkbox"/> Section Designer

Enroll

Save Cancel

Note: The Bama username is NOT the numeric Campus Wide ID (CWID). If the person does not have or know the Bama username, this information can be attained through the Help Desk (<https://bama.ua.edu/cgi-bin/cgiwrap/helpdesk/reset.pl>).

3. Under *Assign roles*, select the role(s) in which you want the user to be enrolled, **Section Designer**, **Teaching Assistant**, or both.
4. Click **Enroll** to add the user to the Members Enrolled queue.

- If you are adding multiple users, you can now enter another username, assign roles, and choose **Enroll**.

< Your location: [Grade Book](#) > **Enroll Members into this Course**

Enroll Members into this Course

Import from User Database

User name

Assign roles

Teaching Assistant


Section Designer

Enroll

- If you want to remove members from the **Members Enrolled** queue list, select the members and click **Remove**, then click **OK**.

Members Enrolled

Last Name	First Name	User name	Roles
<input type="checkbox"/> Staffo	Marilyn	mstaffo	Section Designer
<input type="checkbox"/> Strickland	Reata	reata	Teaching Assistant, Section Designer
<input type="checkbox"/> Golson	Teresa	tgolson	Teaching Assistant

 **Remove**

Save

Cancel

- Click **Save**.
- Click **OK**.

For further opportunities to learn about eLearning, contact the eLearning Team at 348-ELEARN (3532) or elearning@ua.edu and visit the Faculty Resource Center at <http://frc.ua.edu>.

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