As an instructor, you have the ability to add additional users to your course. This can include fellow instructors, guest speakers, auditing students, or students completing an incomplete.

**Step 1 - Access Classlist**

Choose **Classlist** under the **Communication** menu on the navigation bar.
Step 2 - Add Existing Users

1. Roll over the Add Participants menu

2. Click Add existing users
Step 3 - Search for User

Enter the user name and press the magnifying glass to search
Step 4 - Choose Role

1. Check the user to add
2. Select the appropriate role
3. Click Enroll Selected Users
Step 5 - Confirmation

A confirmation of enrollment message will appear showing that the user now has access to the course and now appears on the classlist.

Click Done

![Confirmation of Enrollment](image-url)