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**

1. Go to the **Communication** menu on the navigation bar
2. Choose **Classlist**
Add Participants

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.

Once the students name is entered, Click 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