



# Adding a User to Your Course

Instructors can add TAs or other instructors to their courses, but not true students. The demo student role is helpful to test a course prior to a start date, for example, but adding a registered student as a demo student will lock parts of the course and prohibit full participation. The only way that students can be enrolled into Brightspace course spaces is through their Banner registration. To add a user to your course:

1. In your course, select “Course Admin” from the ribbon.
2. Select the Classlist tool.

Course Administration

Category Name

Site Setup

- Course Offering Information
- Homepages
- Widgets

Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- Course Design Accelerator
- Forms
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components
- Instructional Design Wizard
- Learning Activity Library
- Links
- Manage Dates
- Manage Files

Learner Management

- Attendance
- Class Progress
- Classlist**
- Groups

3. Click the blue “Add Participants” button and select “Add Existing Users”.
4. Under the “Add Existing Users” subheading, type in the user’s NetID (username) or Org Defined ID(B00#).
5. Select the “search” icon.
6. Select the user by checking the box beside their name.

Add Existing Users

Enrollment Options

Set all roles to: -- Select a Role -- Set all roles

Send: ☐ Send Enrollment email

Add Existing Users

sn288127 [Hide Search Options](#)

Search in

- ☒ First Name
- ☒ Last Name
- ☒ Org Defined ID
- ☒ Username

1 Search Result [Clear Search](#)

Email	Last Name, First Name	Username	Org Defined ID	Role
<input checked="" type="checkbox"/>	Mantle, Sondra	sn288127		-- Select a Role --

20 per page

**Enroll Selected Users** Cancel



7. Select the type of role (i.e. Instructor). The following lists some of the most commonly used roles:
- **Instructor**- manages the course. Instructors can add/edit content, perform grading functions, and add users.
  - **Demo Student**- can be used by instructors to test a course from a student's perspective. This role will bypass the course start date (useful for testing things out before a course begins) but will not bypass any date restrictions within the content.
  - **TA Full**- can grade, provide feedback and add/edit content. A TA Full can also add demo students or guests to the course, but not instructors or other TAs.
  - **TA Grader**- can only grade and provide feedback.
  - **Guest**- a "read-only" role that allows users to access content but not participate in activities.

*For help choosing an appropriate role, contact ETD at [etd@dal.ca](mailto:etd@dal.ca)*

8. Click on the "Enroll Selected Users" button.
9. Once you have finished adding users, click the blue "Done" button.