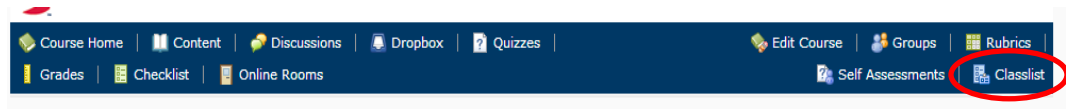


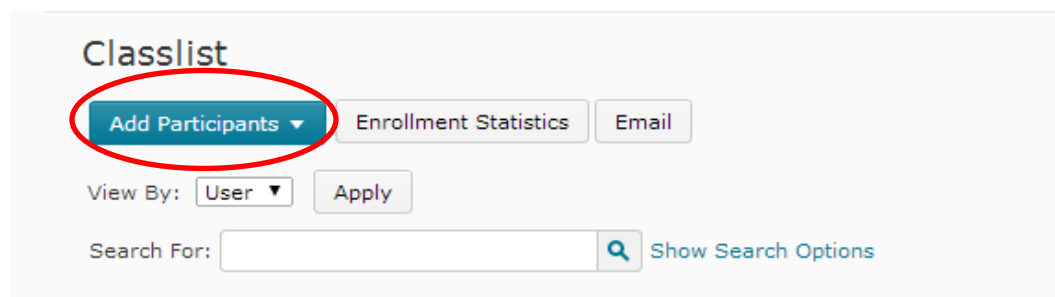
Update CougarVIEW Class Roster

Enroll Students

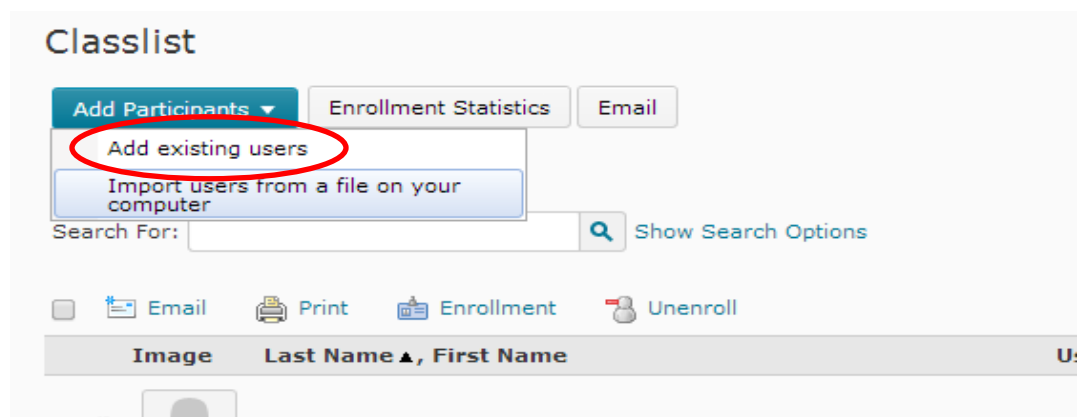
1. Click 'Classlist' from the course menu bar.



2. Click 'Add Participants.'




3. Select 'Add existing users' from the drop-down list.



4. Enter the name of the student you'd like to add and click the magnifying glass icon to search (you can search on first name, last name, or username).

Send: Send Enrollment email

Add Existing Users

Search For:  [Hide Search Options](#)

Search In

First Name Last Name
 Org Defined ID Username

5. Select the checkbox next to the student's name and select 'Student' from the Role drop-down menu (if this is a crosslisted course, you will also be asked to identify the course section from a drop-down list).


 Email 20 per page

Last Name, First Name	Username	Org Defined ID	Role
<input type="checkbox"/> Thornton, Amy	thornton_amy1	300.364516	<input type="text" value="Student"/>

 Email 20 per page

6. Click 'Enroll Selected Users.'


Add Existing Users

Search For:  [Hide Search Options](#)


Search In

First Name Last Name
 Org Defined ID Username

1 Search Result [Clear Search](#)

 Email 20 per page

Last Name, First Name	Username	Org Defined ID	Role
<input type="checkbox"/> Thornton, Amy	thornton_amy1	300.364516	<input type="text" value="Student"/>

 Email 20 per page

Unenroll Students

1. Select the checkbox next to the students name in the Classlist, then click the Unenroll button on bottom or top right.





Classlist Print Settings Help

Add Participants Enrollment Statistics Email

View By: User Apply

Search For: Show Search Options

Email Print Enrollment Unenroll 20 per page

Image	Last Name ▲, First Name	Username	Org Defined ID	Role	Last Accessed
<input type="checkbox"/>	 Cotterell, Rachel	instructrachel		Instructor	Jun 24, 2014 1:33 PM
<input type="checkbox"/>	 Test, Student1	student1		Student	
<input type="checkbox"/>	 Test, Student2	student2		Student	
<input checked="" type="checkbox"/>	 Thornton, Amy	studentamy		Student	

Email Print Enrollment Unenroll 20 per page