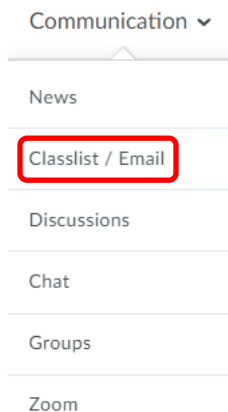


## How to enroll students, other instructors, and TAs in your D2L course

1. In your D2L course navigate to Communication from the navigation bar along the top.

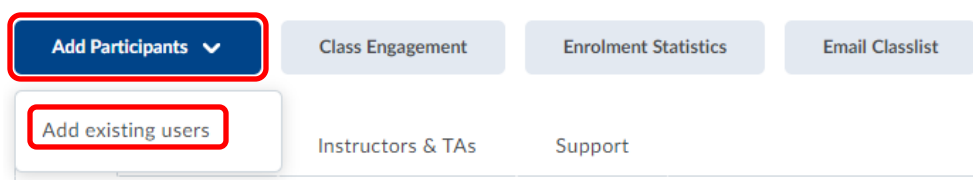
Course Home Content Calendar Discussions **Communication** Assessments My Tools Edit Course

2. Select Classlist / Email from the dropdown menu.



3. Select Add Participants > Add existing user

### Classlist / Email



4. Enter the search criteria for the participant you'd like to add (UCID is best) and hit the magnifying glass to perform the search.

### Add Existing Users

#### Enrolment Options

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

Set all sections to: -- Select a Section -- ▾

Send: ☐ Send Enrolment email

#### Add Existing Users

[Hide Search Options](#)

5. Select the box beside the user you would like to add. Select a role from the dropdown menu, select a section to assign them to and click on Enrol Selected Users. \*Note: If enrolling a user in more than one section, please repeat this process for each section.

<input type="checkbox"/>	Last Name, First Name	Org Defined ID	Email	Role	Section
<input checked="" type="checkbox"/>	Gillis, Sarah	10169973	sarah.gillis@ucalgary.ca	-- Select a Role -- Instructor Instructor ReadOnly TA - full access TA - grading only TA - No grading Librarian Student	-- Select a Section --

20 per page

**Enrol Selected Users** Cancel

6. Click either Done to finish or Add More Participants to repeat steps 4-6 above and add another user.

## Confirmation of Enrolment

1 users have been enrolled successfully:

Last Name ▲ , First Name	Org Defined ID	Role
Gillis, Sarah	10169973	TA - full access

**Done** Add More Participants