Adding people to your site

To add people (other than students) follow these directions.

1. On the home page of site - Settings > Users > enrolled users
2. Next screen: Click ‘enrol users’ button on top right hand side of page.
3. Pop up box:

   - Step 3.1: Find the role you want in the dropdown list;
   - Step 3.2: Put in the person’s name or number in the search box (bottom of box), then Enter;
   - Step 3.3: Select the person by clicking Enrol next to the name;
   - If no other users to be added, click Finish adding users button at the bottom of the screen.

Deleting roles

Changing roles (click this icon)

Deleting manually enrolled participants