



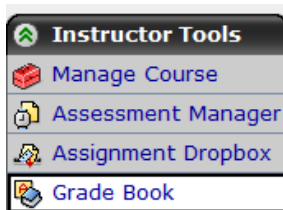
**NB: Students are automatically enrolled onto modules (ABC1234C+N, C or N), you cannot add students to modules.**

Teaching Assistant, Auditor and Section Designer can be enrolled on modules via the Grade Book as follows:

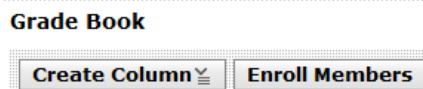
1. Go to **Teach Tab** (Section Instructor Role)



2. Select **Grade Book** from **Instructor Tools**



3. Click **Enroll Members** button



4. Enter the staff username

**Enroll Members into this Course**

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**Import from User Database**

User name	Assign roles	
<input type="text" value="staff username"/>	<input checked="" type="checkbox"/> Teaching Assistant	<b>Enroll</b>
	<input type="checkbox"/> Auditor	
	<input checked="" type="checkbox"/> Section Designer	

5. Select roles in Assign roles and click **Enroll** button
6. Repeat steps 4 and 5 for each member



**Enroll Members into this Course**

**Import from User Database**

User name

Assign roles

Teaching Assistant

Auditor

Section Designer

**Members Enrolled**

Last Name	First Name
<input type="checkbox"/> Kennard (Student Account)	Amanda
<input type="checkbox"/> Support Account	Amanda Wilson-Kennard
<input type="checkbox"/> <input type="button" value="Remove"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

7. Click **Save** button when additions complete