

Add a Course or Group Member

Last updated on 6/25/2009

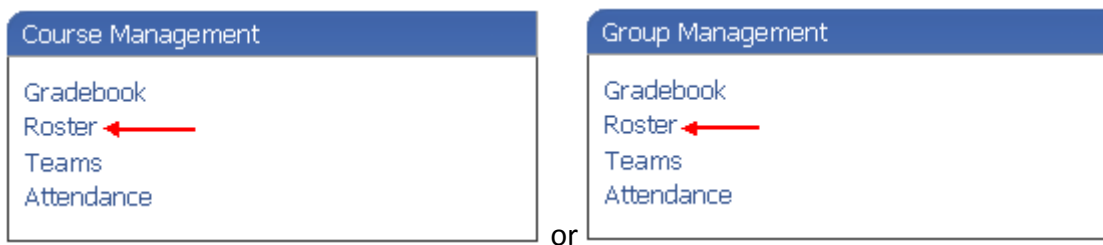
If you are a course or group editor, you may wish to manually enroll someone in this course or group, for example, a teaching assistant or another instructor. You can add anyone who has a valid Penn State Access Account or Friends of Penn State (FPS) account.

Instructors of record and students officially enrolled in the course are automatically added to the course roster by the Registrar database. They do not need to be manually enrolled.

A Note to Faculty: Please **DO NOT** manually enroll for-credit students into your course unless the student's name is already listed in the course roster on eLion. Please check the course roster at <http://elion.psu.edu> first.

Instructions to add a course or group member in ANGEL

1. Within the course or group, select the **Manage** tab.
2. Select the **Roster** link beneath the **Course (or Group) Management** subheading.



3. Select the **Add a User** link in the subsequent toolbar.



4. Search for the person by entering his or her Penn State Access Account userid (recommended search), first name, OR last name in the **Account Search** field, then click the **Search** button.

Note: Searches are NOT case-sensitive; for example, you may search for "learner" or "Learner." Searching for "Firstname, Lastname" or "Lastname, Firstname," for example, "Jane, Learner" or "Learner, Jane," will yield no results.

5. If multiple entries are displayed, identify the correct one from the search results. Then click the **Select** button to the left of the person's name.

Add a User
[Create a Guest Account](#)

To enroll an existing user, search for the user by entering a name or email address.

Account Search
 learner

Results of search for "learner"
 The following accounts match the information you specified:

<input type="button" value="Select"/>	1. Learner, Angelina (anl123) E-mail: anl123@psu.edu
<input type="button" value="Select"/>	2. Learner, Aster (asl123) E-mail: asl123@psu.edu
<input type="button" value="Select"/>	3. Learner, Celeste (cel123) E-mail: cel123@psu.edu

- On the subsequent **Enrollment Settings** screen, assign the appropriate **Rights** and **Team Membership** (if any) to the person. It is essential to know how a user will interact with the course when assigning user rights. For more information, please refer to [Clarification of User Rights](#).

Enrollment Settings

User Settings

Username tob5026

Rights Student

Title Student

Hidden No

Disabled No

Team Membership

Other students

Lab graders

Notify user of account changes by e-mail

- Select a **Title** for the person from the pull-down list if you wish. Assigning a title is merely a useful way for class members to recognize each other's roles in the course. [It has absolutely no consequence on how much course content a user can view or edit.](#)
- Click the **Save** button.