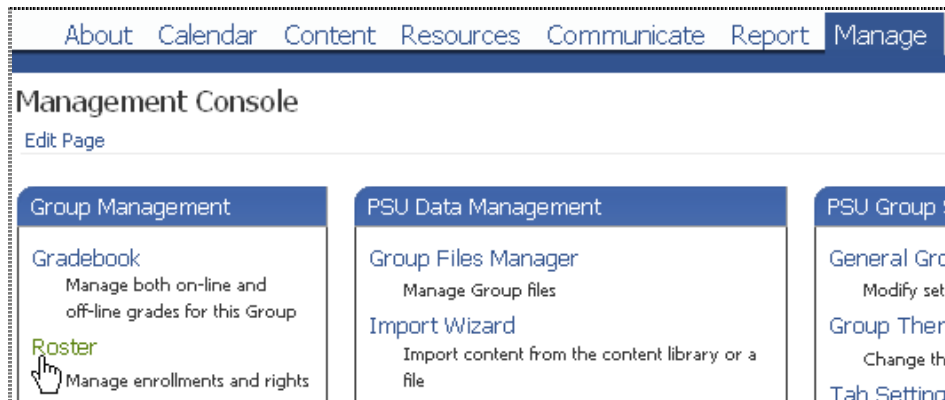
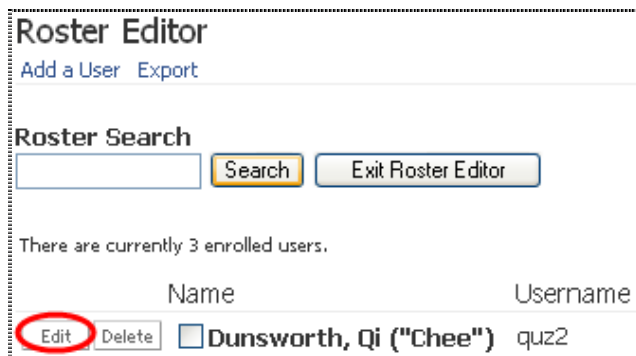


Promote or Enroll A Group Member to Group Editor

1. Enter the group by selecting its name on your **My Profile** page.
2. Select the **Manage** tab.
3. Beneath the **Group Management** subheading, select the **Roster** link.



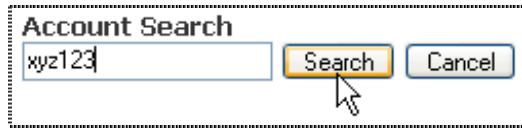
*If the user is already a member in this group, click on the **Edit** button beside the user and then jump to step 8. Otherwise, continue at step 4.*



4. Select the **Add a User** link in the toolbar.



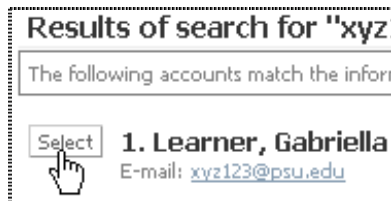
- In the **Account Search** box, enter the individual's Access Account user ID, e.g., xyz123, **or** last name, **or** first name.



Account Search
xyz123 Search Cancel

Note: If you enter *Firstname Lastname* or *Lastname, Firstname*, the results will indicate "There are no matching accounts."

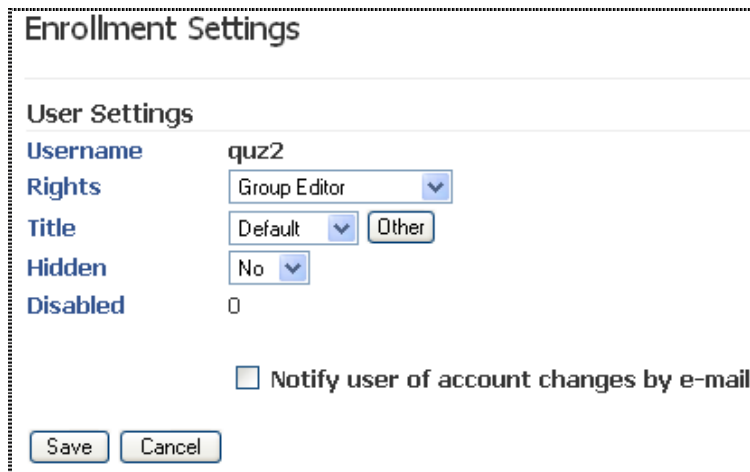
- Click the **Search** button. The name of the user should appear, possibly in a list with others.
- Click the **Select** button by the name of the user you want to enroll in the group.



Results of search for "xyz"
The following accounts match the information
Select 1. Learner, Gabriella
E-mail: xyz123@psu.edu

- On the **Enrollment Settings** screen, select the appropriate **Rights** for the user from the pull-down menu. The default is **Member**.

***Note:** In order to allow the user to add, edit, and delete content items, grades, calendar events, and roster entries, he/she must be assigned **Group Editor** rights.



Enrollment Settings

User Settings

Username quz2

Rights Group Editor

Title Default Other

Hidden No

Disabled

Notify user of account changes by e-mail

Save Cancel

- Select the appropriate **Title** for the user from the pull-down menu. The title does not affect which group content the user can view or edit; it is merely a way for members to recognize each other's role in the group.

***Note:** the title is not associated with the user's rights.

- Click the **Save** button.