

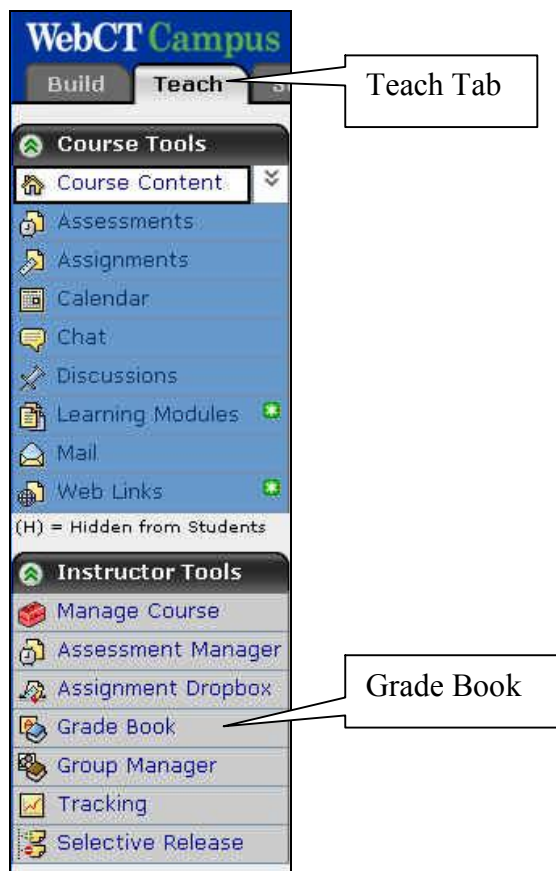
## Course Management

### ***Enrolling Course Members***

Typically students are automatically enrolled into a WebCT course after the instructor notifies the Sacramento State WebCT administrators via a web-based form. However, instructors can also enroll other users as long as they exist in the WebCT user database. These users can be enrolled into various roles, which include student, auditor, teaching assistant, and designer.

**Step 1:** Click the **Teach Tab**.

**Step 2:** In the **Course Menu**, under the **Instructor Tools** heading, click **Grade Book**.



**Step 3:** Click **Enroll Members**.



**Step 4:** In the **User name** text box, enter in the user's CSUSM username (ex: scott001).

**Step 5:** Select the role for this user.

**Step 6:** Click **Enroll**.

**Step 7:** If more users are to be added, repeat Steps 4-6.

**Step 8:** When done, click **Save**.

**Step 9:** Click **OK**.