

How to add/remove students into/from an eLearn Course

To add an individual student into the course, please follow these steps:

- Click “Manage” in the eLearn course
- Click “Classlist” under Course Administration
- Where it says “Add Participants” in a blue box, select the drop down arrow and select “Add Existing Users”
- In the box under “Add Existing Users” put in the tartan id (if known) or put the name of the student
- Click the magnifying glass inside the box to search
- At the bottom will be the search results of the person whose tartan card #, or name, you entered
- Click the checkmark box to put a checkmark next to the left of the name displayed
- Where it says “Role” select the drop down list and select “SCC Student”
- Click the blue box at the bottom where it says, “Enroll Selected Users”
- Student is in the course and will show up in the “Classlist”

To remove a student, please follow these steps:

- Click “Manage” in the eLearn course
- Click “Classlist” under Course Administration
- Find the student(s) you wish to remove and click the checkmark box next to each name and place a checkmark.
- Go to the top of the classlist menu and click “Unenroll”
- You will be asked to confirm your unenrollment of one or more user
- Click “Yes” for this confirmation
- Student(s) have been unenrolled from the eLearn course