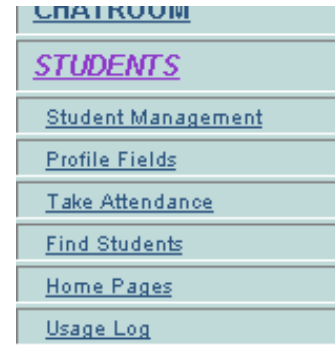


Adding Students to a Course – Mt. Mary College

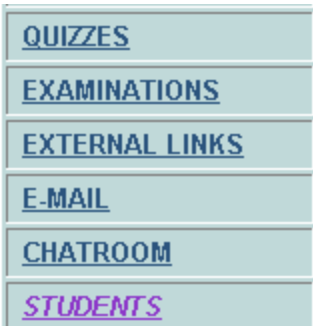
1. Open the course to which you want to add students.
2. Click STUDENTS on the Navigation Bar.
3. Below STUDENTS, click the Student Management link.
4. In the Management Functions list (to the left of the Navigation Bar), locate and click Pull students from pools.



- [Remove members from course](#)
- [Change course ID](#)
- [Copy/clone/download course](#)
- [Pull students from pools](#)



5. Click the Go button under the pool name.



Pull from Enrollment Pool:

2008 Spring Student Pool ▼

Go

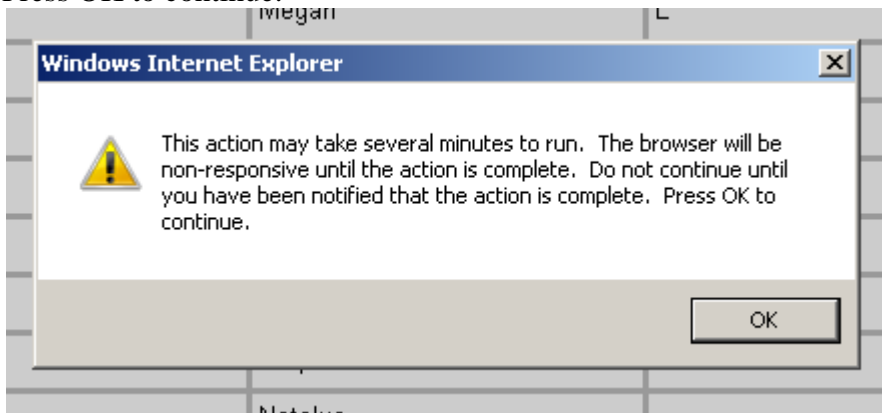
6. Scroll through the list of students and click in the boxes under the Add column (the left-most column). If you wish to add a student as a TA, click the boxes in BOTH the Add and Make TA columns.

Add	Make TA	LastName	FirstName	middle_name	password	username
<input type="checkbox"/>	<input type="checkbox"/>	Abresch	Sheri	L.	welcome	140415
<input type="checkbox"/>	<input type="checkbox"/>	Abt	Katie	Marie	welcome	131136
<input type="checkbox"/>	<input type="checkbox"/>	Adams	Jessica	J	welcome	115980
<input type="checkbox"/>	<input type="checkbox"/>	Adams-Zeise	Michelle	Marie	welcome	130419
<input type="checkbox"/>	<input type="checkbox"/>	Adell	Ebony	Martinez	welcome	99699
<input type="checkbox"/>	<input type="checkbox"/>	Aguirre	Adrianna	Katherine	welcome	129742
<input type="checkbox"/>	<input type="checkbox"/>	Aiello	Jennie	Lynn	welcome	119518
<input type="checkbox"/>	<input type="checkbox"/>	Alanis	Anabel		welcome	126009
<input type="checkbox"/>	<input type="checkbox"/>	Alauf	Stacy	Ryan	welcome	122632
<input type="checkbox"/>	<input type="checkbox"/>	Alavez	Marnie	R	welcome	66139

7. When you have selected all students to add to your course site, scroll to the end of the list and click the Add Students button. If you do not click this button, the students will not be added to your course.

<input type="checkbox"/>	<input type="checkbox"/>	Zylka
<input type="checkbox"/>	<input type="checkbox"/>	Zyuzina
<input type="checkbox"/>	<input type="checkbox"/>	

8. Click the OK button when you see the message box saying "This action may take several minutes to run. The browser will be non-responsive until the action is complete. Do not continue until you have been notified that the action is complete. Press OK to continue."



9. Wait for the adding students action to complete. It is complete when the "Submitted. Thank You" screen disappears and the screen with your student list appears. Check your student list to make certain that it is accurate.

10. Note, also, that from your student list you can provide your students with their usernames if they forget them. You can also provide them their passwords by clicking on a student's actual name and then clicking the display password link.

EXAMINATIONS	Name:	test test
EXTERNAL LINKS	Level:	Student
E-MAIL	Username:	testt
CHATROOM	Last signed in:	Never Signed In
STUDENTS	Added to course:	Mon Oct 16 11:44:55 2006
Student Management	E-Mail:	testt@educator.mtmary.edu
Profile Fields	Student View:	enter course as student
Take Attendance	Password:	display password
Find Students	Modify student profile	
Home Pages	Member Notebook	
Usage Log		
WHO'S ONLINE?		