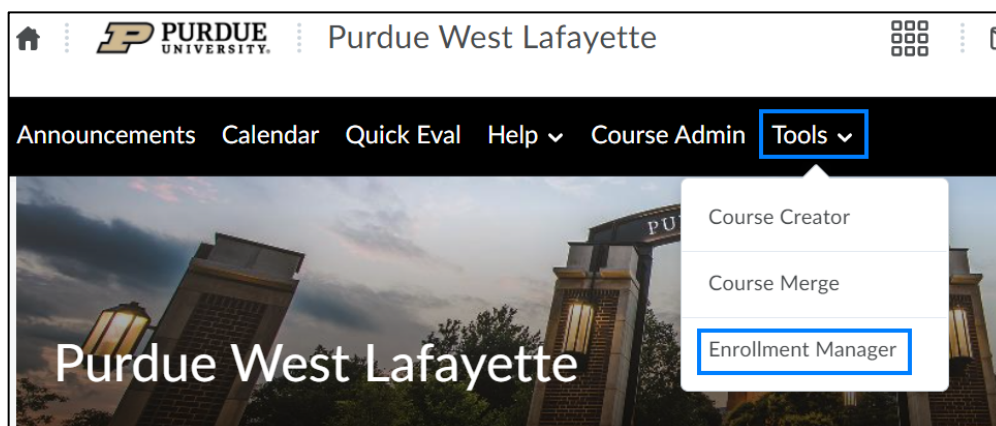## Add an Instructor, TA, or Grader to My Course

PLEASE NOTE: The people you add to your D2L Brightspace course must have completed FERPA certification.

✓ **Login** to D2L Brightspace, **click** Tools from the black navigation bar, and **select** **Enrollment Manager** from the drop-down.

✓ **Check** the **Select academic courses by campus, term, or year** box and **apply** filters as needed. Then **click** Populate Courses.
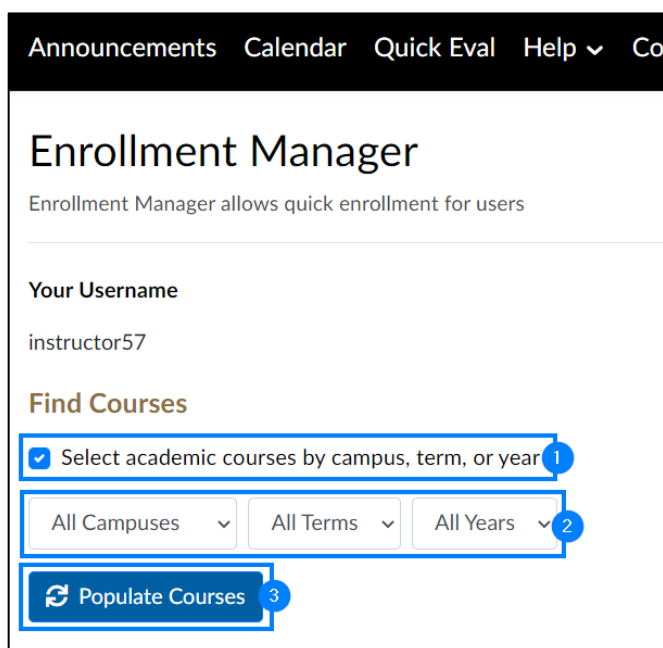
✓ **Select** the **course(s)** you would like to add instructors, TAs, graders, etc. to. Then **click** Populate Enrollments.

Select courses (Ctrl-click to select multiple)

Available Courses for All Terms All Years at All Campuses

Training Course57

🔁 Populate Enrollments

✓ **Enter** the **username** of the individual you would like to enroll. **Click** the **Course** drop-down and **select** the **course** you would like to enroll them in. **Click** the **Role** drop-down and **select** the **role** you would like to grant this individual.

Update enrollments

Specify career account user name(s) and role(s) of users to modify

Modify/Delete Role(s)

Username	Full Name	Course	Role		Delete?
instructor57	Instructor, Training	Training Course57	Instructor (current)	˅	☐ Delete
Student56	Student, Training	Training Course57	Instructor (current)	˅	☐ Delete

Add Role(s)   ➕ Add Row

Username	Full Name	FERPA?	Course	Role	Action
①		Yes	② Training Course57 ˅	③ (Select Role...) ˅	

PLEASE NOTE: If the FERPA status appears as *Yes*, you can proceed with the enrollment process. If the FERPA status appears as *No*, you will be unable to enroll the individual until they complete FERPA certification here.

✓ **Click** Add Row if you would like to enroll additional individuals.

	Role		Delete?
57	Instructor (current)	⌄	☐ Delete
57	Instructor (current)	⌄	☐ Delete
			+ Add Row

Course	Role	Action
Training Course57 ⌄	(Select Role...) ⌄	

✓ **Click** Save Changes when finished.

Add Role(s)

Username	Full Name
▬▬	▬▬▬▬▬▬

Save Changes Cancel

PLEASE NOTE: You can return to this tool at any time to remove previously added individuals. After locating the course and individual, **check** the **Delete** box to the right of their name and **click** **Save Changes**.

Course	Role		Delete?
Training Course57	Instructor (current)	⌄	☐ Delete
Training Course57	Instructor (current)	⌄	☐ Delete
			+ Add Row