

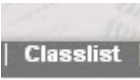




Carmen How-Tos

Adding a Participant to a Carmen Course

Note: This function should primarily be used to add guests and teaching assistants to single section courses. Students should not be added by faculty if they do not show up on your SIS Course Roster. A student added in Carmen will be removed when Carmen reconciles its Classlist with the SIS Course Roster and any student who has been added manually in Carmen that is not on the SIS course roster will be removed from the course.

If you want to add a teaching assistant to a course with multiple sections, please email your request to the ITS Help Desk with the students name.# along with the course name, course call number, and sections.

<p>First, select the Class list in the upper right of your course.</p>										
<p>Then select "Add Participant".</p>										
<p>Most likely you'll want to click "add an existing user" unless you are an advanced user and have a preformatted class list on your hard drive.</p>	<p>Please select one of the following tasks:</p> <p>Add an existing user </p> <p>Search for a user already enrolled in the organi:</p> <p>Import users from a file on your computer</p> <p>Enroll existing users in your course by importing</p>									
<p>Type the name of the participant you want to add in the search text box and click on the "Search" button.</p>	<p>Add Existing Participant</p> <p>Search For: <input type="text"/> <input type="button" value="Search"/></p>									
<p>On the next page, select the checkbox next to the name from the list of participants you want to enroll in your course.</p>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td>Chan yook fo, Billy</td> <td>chan-yook-fo.1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Derikart, Billy</td> <td>derikart.1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Cheng, Billy</td> <td>cheng.455</td> </tr> </table>	<input type="checkbox"/>	Chan yook fo, Billy	chan-yook-fo.1	<input type="checkbox"/>	Derikart, Billy	derikart.1	<input type="checkbox"/>	Cheng, Billy	cheng.455
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<input type="checkbox"/>	Cheng, Billy	cheng.455								
<p>The under the role column, use the pull down menu to select the role you want this participant to have in your course.</p>	<table border="1"> <thead> <tr> <th>Role</th> <th>Section</th> </tr> </thead> <tbody> <tr> <td>.Student</td> <td>Carmen Trainin</td> </tr> <tr> <td>.Student</td> <td>Carmen Trainin</td> </tr> <tr> <td>Assistant</td> <td>Carmen Trainin</td> </tr> </tbody> </table>	Role	Section	.Student	Carmen Trainin	.Student	Carmen Trainin	Assistant	Carmen Trainin	
Role	Section									
.Student	Carmen Trainin									
.Student	Carmen Trainin									
Assistant	Carmen Trainin									
<p>Then select the "Enroll" button at the bottom right of the window to enroll this participant in your course.</p>	<p><input type="button" value="Enroll Selected Users"/></p>									