

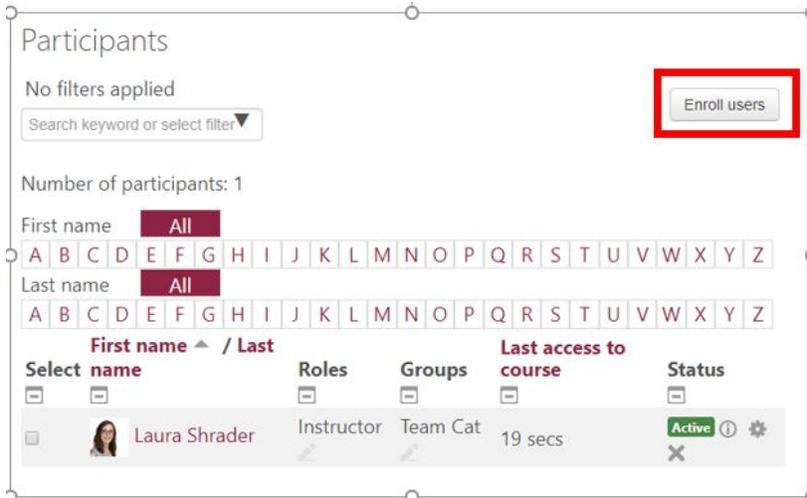
Enrolling a User in OnCourse

How do I add a user to my course in OnCourse?

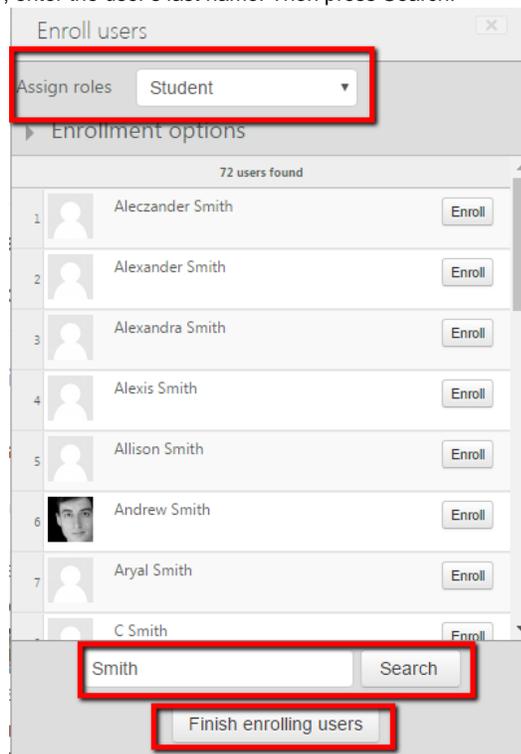
Step-by-step guide

If you need to add a user to your OnCourse course, anyone with a Fredonia eServices account can be added using the Enroll User button.

1. Login in to OnCourse at <https://oncourse.fredonia.edu/>.
2. Locate the Administration block and click the Users menu to expand the options.
3. Click the "Enrolled users" link. This directs you to the Participants list.
4. At the top right corner of the Participants list, press the "Enroll user" button.



5. In the Search field of the pop up window, enter the user's last name. Then press Search.



6. At the top of the box, locate the Assign roles drop down menu.
 1. Choose "Visiting Student" from the menu, to add a user with student rights.
 2. Choose "Visiting Instructor" from the menu, to add a user with instructor rights, which includes editing the course

7. When you have finished adding individuals, press the "Finish enrolling users" button at the bottom of the window.
8. You will now see the user in the Enrolled Users list. The user can now access the course by logging into *OnCourse*.

Hints:

- The Administration block is usually found in the left column of the course, under the Navigation block.
- If you need to un-enroll a user, use the X (delete) button that is after the date the individual was enrolled. Un-enrolling works only for individuals who were manually added. If students are registered for a course, Banner will re-add them after you manually delete them, until they formally drop the course.

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