

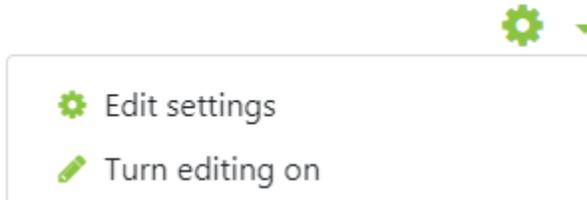
Enrolling a User in OnCourse

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 green gear icon on the upper right hand side of the page. Click on the drop-down menu and select More.



3. Click on the Users Tab.
4. Click the "Enrolled users" link. This directs you to the Participants list.
5. At the top right corner of the Participants list, press the "Enroll users" button.

Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 7

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select First name ▲ / Alternate name / Last name Roles Groups Last access to course Status

<input type="checkbox"/>		Chris Taverna	Student	No groups	11 days 7 hours	Active		
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6. In the Search field of the pop up window, enter the user's last name. Then press Enter.

Enrollment options

Select users

No selection

Search ▼

Assign role

Student ⇅

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

Enroll users ✕

Enrollment options

Select users ✕  Laura Shrader

Shrader ▼

Assign role
Visiting Student ⇅

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 Enroll users Cancel

- When you have finished adding individuals, press the "Enroll Users" button at the bottom of the window.
- 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 can now be accessed from the drop-down menu to the right of the green gear icon which is found on the upper right hand side of the page.
- 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.

Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

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