

## Enrolling a User in a Course as an Administrator User

*To enroll a user in a course as an administrator user:*

1. Log in to GradPoint.
2. If prompted, select the **Admin** role.
3. From the main menu, select **Courses**.
4. On the next screen, a list of courses will display. Click a course ID number.
5. On the next screen, click **New** in the top right.
6. Enter the user's first or last name and select the user from the list that appears.
7. Next, select the appropriate role for the user.

PLEASE NOTE: If the user will be an administrator, teacher, or teacher-author in the course, select role **without** "domain" in the title.

8. Click Save.