



## Enroll Students in a Course or Community

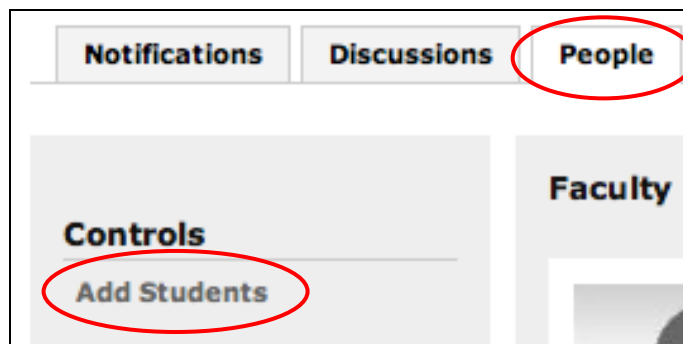
### Introduction

Once you've created a course or community, it's time to start adding students or members. You should remember that courses and communities are essentially the same; the only difference is the name.

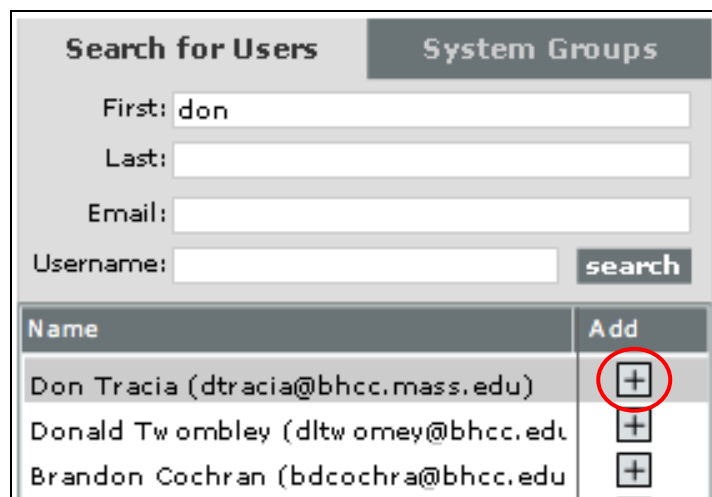
There are two ways to add students to a course. You can add individual students manually, or you can give students access to enroll themselves.

### Add Students Manually

**Step 1:** Starting within your course, select the **People** tab and click **Add Students**.



**Step 2:** Use any criteria to **search** for a student, then hit the **plus** button on the right to add the selected user as a student in your course.

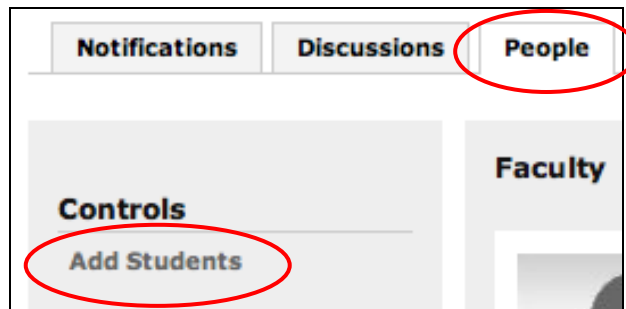


**Step 3:** When you are finished adding students, click the **save** button.

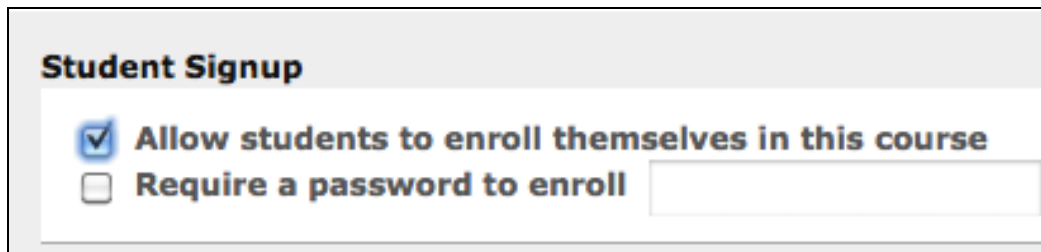


## Allow Students to Enroll Themselves

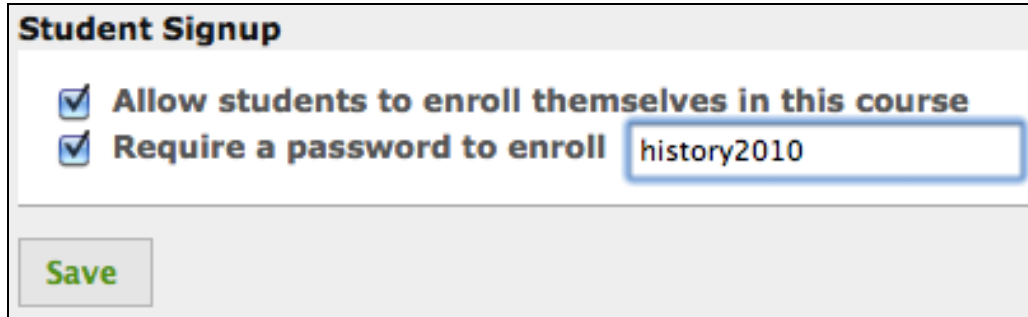
**Step 1:** From your course, select the **People** tab and click **Add Students**.



**Step 2:** Locate the **Student Signup** section near the bottom of the page. **Click** the first box to allow students to enroll.

A screenshot of a "Student Signup" section. The title "Student Signup" is in bold black text. Below it, there are two checkboxes. The first checkbox is checked and has a blue checkmark, with the text "Allow students to enroll themselves in this course" next to it. The second checkbox is unchecked and has the text "Require a password to enroll" next to it. To the right of the second checkbox is an empty text input field.

**Step 3:** It is recommended, though not necessary, to add a password to the self-enrollment process. This will help ensure only intended students have the ability to enroll in the class. **Click** the second check box to require a password and then **enter a password** in the field to the right.



**Student Signup**

Allow students to enroll themselves in this course

Require a password to enroll

Save

**Step 4:** Finally, click **Save**.



Students now have the ability to enroll themselves in your course. Make sure to inform your students of the password if you chose to use one.

## Conclusion

We hope this guide was helpful.

For more information about your e-Portfolio, please visit the Digication website at <http://www.digication.com> or use the *Help* section within the program.