Enrolling a User in Scholar Course Site
(Scholar 2.9)
January 20, 2016 (updated 8/8/16 for FERPA Information and User Profiles)

Important FERPA Information:
According to Jody Ragan, Simpson College Registrar, a user can only be added to a Scholar course as a user if there is a valid educational need for the user to have access to the course.

Examples of users who meet this criteria:
- Students enrolled in the course.
- Faculty under contract to teach the course.
- Writing Fellows who have signed a confidentiality agreement and are under contract for that specific course.
- SC Leaders who have signed a confidentiality agreement and are under contract for that specific course.

Examples of users who do not meet this criteria:
- Any faculty who is not under contract to teach that specific course. In other words, you cannot add another faculty member to a course for any reason unless the faculty member is also under contract (co-teacher scenario) to teach the course.

User Roles
The following is a list of roles that can be given to new enrollees in a course along with a brief description of what that role may do within the course.
1. Teacher role - can do anything within the course, including changing activities and grading students (must be under contract to teach the course)
2. Non-editing Teacher role - can teach in courses and grade students but may not alter activities (must be under contract to teach the course)
3. Student role - must be a registered student in the class per the registrar's class list. The user in this role can access content and take assessments; cannot alter content

4. Teacher (Training) role - can do everything the teacher can do in the course. This user's name would not be displayed on the course description. This role may be appropriate for an SC leader.
5. Writing Fellow role - similar to the non-editing teacher role, this user can read student submissions but cannot alter activities or see student's grades.

<u>Steps to Enroll New Users</u>
1. Go to course site and find the main administration box and find the phrase "Users"
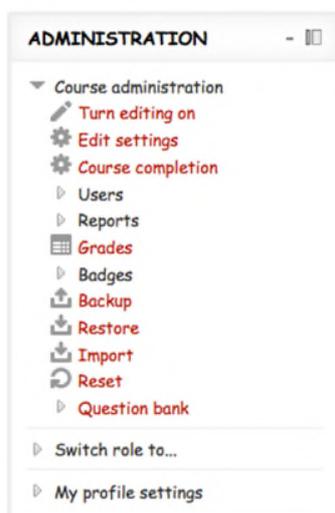
2. Then Click on Users and you see "Enrolled Users"
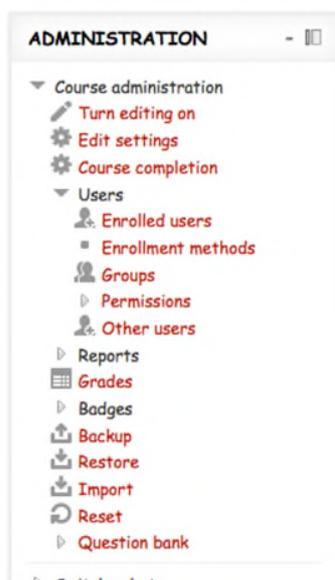
3. Then you get the class roster and we want to click on the box "Enroll Users"

Enrolled users

irst name / Last name ▲ / Email address	Last access	Roles		Groups		Enrollment methods
Abbie Benge abbie.benge@my.simpson.edu	1 day 3 hours	Student ✕		Group 1 ✕ MAGT-333-WEB (CS32271) ✕		Manual enrollments from Sunday, March 23, 2014, 5:49 PM ⚙ ✕
Marley Drake marley.drake@my.simpson.edu	17 hours 15 mins	Student ✕		Group 2 ✕ MAGT-333-WEB (CS32271) ✕		Manual enrollments from Sunday, March 23, 2014, 5:33 PM ⚙ ✕
PJ Estell pj.estell@my.simpson.edu	1 hour 41 mins	Student ✕		Group 3 ✕ MAGT-333-WEB (CS32271) ✕		Manual enrollments from Sunday, March 30, 2014, 1:52 PM ⚙ ✕

4. Then we get the dialog box that allows us to search for the user that we want. So choose their role, I.e. Like student or teacher and then enter the name you want in the bottom of the box and click on the search button. The list will return with any close name and you use the correct one by clicking on the "enroll" button to the right of their name.

Enroll users

Assign roles Student

▷ Enrollment options

1 user found

| 1 | | Alan Thorsen
alan.thorsen@simpson.edu | Enroll |

Alan Thorsen   Search

Finish enrolling users

5. You have done it right if they appear in the class roster. But the tricky part to remember is to be sure that you place in the actual class list by choosing

the correct class ID with the name and number. I.e. Magt 333 – Web (CS32271). Without that group name of the course they are not able to complete any student assignment.

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Updated 8/8/2016 by Kelly Swinton to add FERPA and User Role content.