



## Enrolling Users into eLC

Instructors of record (as listed in IMS/OASIS) may enroll auditors, students, teaching assistants, designers or co-instructors into a eLC section. Note that a co-instructor cannot also assume the role auditor, student or TA.

Step	Action	Result
1.	Log into eLC at <a href="http://elc.uga.edu">http://elc.uga.edu</a>	The eLC Course List will appear.
2.	Select the course for which you want to modify enrollments. You must have instructor rights for this course.	The course will open.
3.	Click the 'Teach' tab.	
4.	From the Instructor Tools menu on the left side of the screen, click 'Grade Book'.	A list of individuals enrolled in the course will appear.
5.	Click the 'Enroll Members' button at the top of the screen	The Enroll Members into this Course form appears.
6.	Enter the UGA MyID of the individual you wish to add to the course into the 'User Name' field.	
7.	Select the appropriate Role.	A user may have more than one role.
8.	Click the 'Enroll' button.	The system will verify that the username exists.
9.	You may now enter another user to enroll.	
10.	Click the 'Save' button when you are finished enrolling users.	The system will enroll the specified users.

### Technical Support

If you are having technical difficulties or have any questions, please contact TWT (Teaching With Technology) at 706-583-0409 or [twt@uga.edu](mailto:twt@uga.edu).