

Enrolling a Student (manually add participants) to your D2L course site

IMPORTANT Note: *Students who add or drop a course through PAWS are also automatically added or dropped from the corresponding D2L Classlist overnight (excluding holidays). Manually adding or deleting a student via the D2L Classlist is not recommended. [Learn more about how manually adding students to D2L course sites causes conflicts with the overnight D2L-PAWS update process and can yield unintended consequences.](#)*

- To manually add individuals to a D2L course site, first click **[Classlist]** on your navigation bar. Then click on **[Add Participants]** and select **[Add Existing Users]**
- Once you are in **[Add Existing Users]**, the screenshot below demonstrates the following:

1. In the search box, type only the ePanther username (*NOTE: if the person doesn't have an ePantherID or you are not sure what it is, search for them by last name*) and click on the "Search" icon (a magnifying glass) or hit "Enter" on your keyboard.
2. In the search results, click to check the box beside the correct person's name
3. Use the dropdown menu to select the desired role of the participant (e.g., Guest Instructor, Teaching Assistant (TA)).
4. Click on **[Enroll Selected Users]**

Add Existing Users

Enrollment Options

Set all roles to:

Send: Send Enrollment email

Add Existing Users 1

Search For:

Search In

First Name Last Name
 Org Defined ID Username

1 Search Result

2 20 per page

Last Name, First Name	Username	Org Defined ID	Role
<input type="checkbox"/> Barth, Dylan	DJBARTH	0271277	<input type="text" value="-- Select a Role --"/>
<input type="checkbox"/> <input type="button" value="Email"/> 4			3 <ul style="list-style-type: none">-- Select a Role --StudentInstructorTeaching AsstGuest InstructorGuest

5. Finally, click on **[Done]** if you are finished or **[Add More Participants]** to repeat the process for individual participants.