



FoxTALE: Enrolling Students

As the instructor, you are responsible for adding and removing students from each course. You will need to enroll the students or instruct the students to enroll themselves. (To instruct students to enroll themselves, see *Email Students Through Bruindata*, *Enrollment Instructions for Students*, and *Student Login Guide*.)

Your students are not automatically enrolled in your FoxTALE course when they register, and students will not see your course on their FoxTALE home page until they are enrolled.

To enroll students in the course:

1. On the course's home page in the **Administration** block, click **Assign roles**.

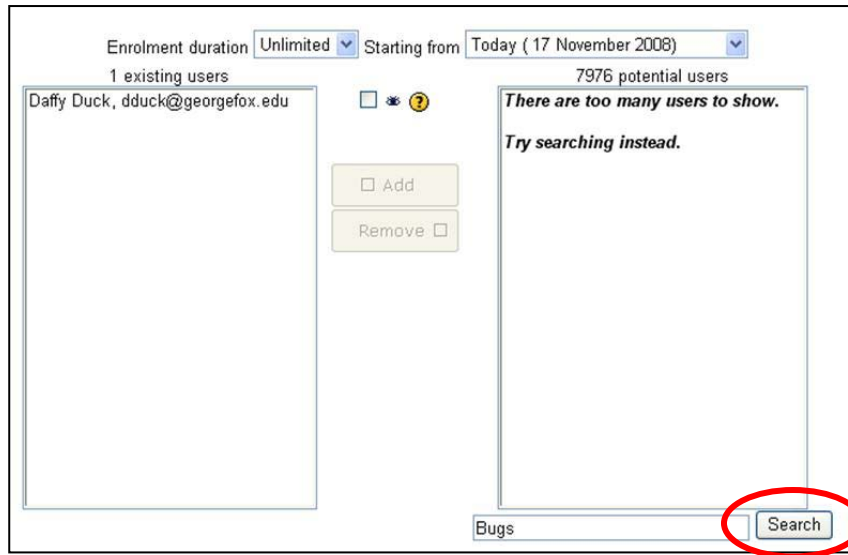


2. Click **Student**. If ten or fewer students are enrolled, you'll see the names of any enrolled students listed in the right column.

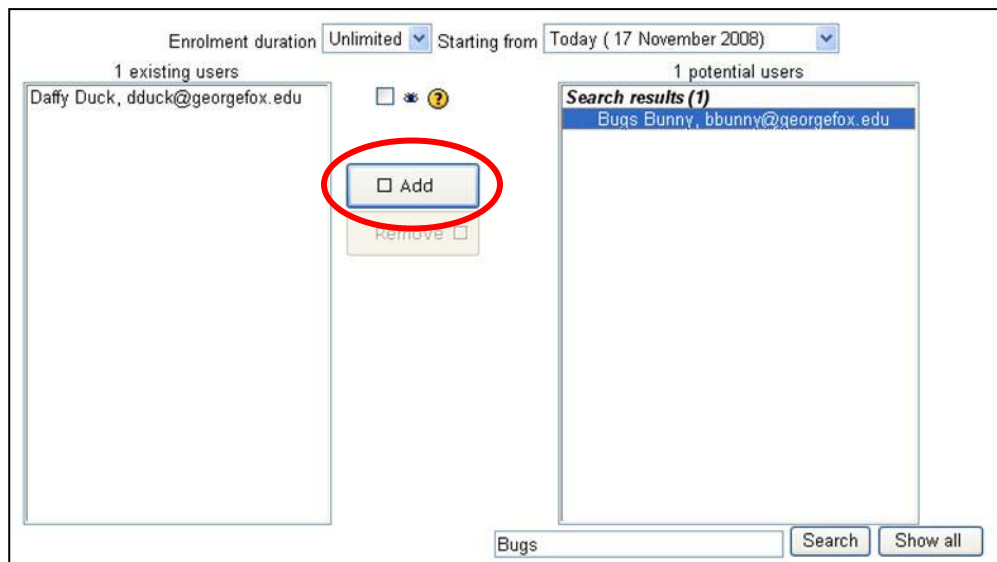
Roles	Description	Users	
Administrator	Administrators can usually do anything on the site, in all courses.	0	
Course creator	Course creators can create new courses and teach in them.	0	
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	1	Sheila Abercrombie
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0	
Student	Students generally have less privileges within a course.	1	Daffy Duck



3. In the **Search** box at the bottom right, type in part of the student's first or last name and click **Search**.

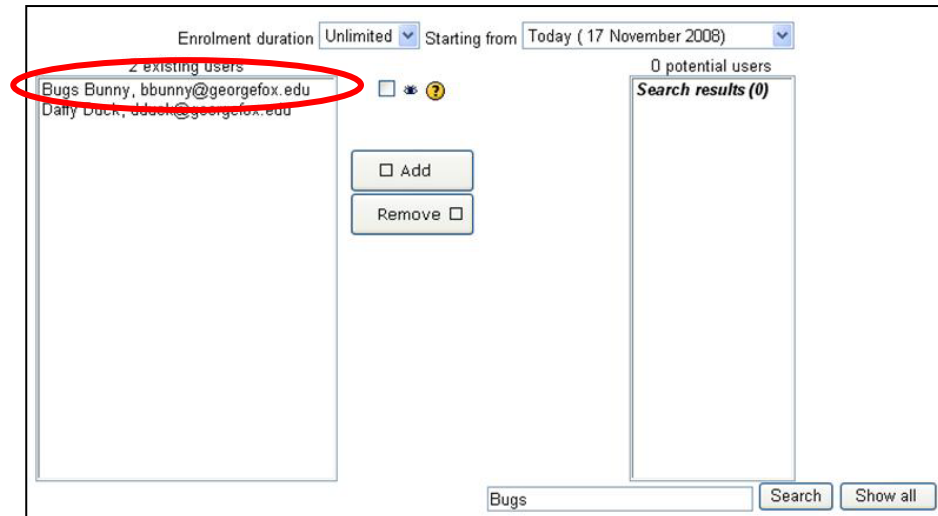


4. Select the student on the right and click the **Add** button to enroll the student in the course.





5. The student is enrolled in the course and will remain enrolled until you unenroll him or her or clean out all students by backing up and restoring the course.



Removing Students from Your Course

Students cannot remove themselves from your course. At the end of a semester, you will need to back up and restore your course to remove students and their assignments, discussion postings, grades, etc. See the separate FoxTALE documentation on archiving and restoring your course.

If a student enrolls by mistake or drops the class, then you can remove the student from the course during the semester.

To remove or “unenroll” a student from the course:

1. On the course’s home page in the **Administration** block, click **Assign roles**.





2. Click **Student**.

Roles	Description	Users	
Administrator	Administrators can usually do anything on the site, in all courses.	0	
Course creator	Course creators can create new courses and teach in them.	0	
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	1	Sheila Abercrombie
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0	
Student	Students generally have less privileges within a course.	2	Bugs Bunny Daffy Duck

3. Select the student on the left and click the **Remove** button to remove the student from the course.

Enrolment duration Starting from

2 existing users

[Bugs Bunny, bbunny@georgefox.edu](#)

[Daffy Duck, dduck@georgefox.edu](#)

Add

Remove

7975 potential users

There are too many users to show.

Try searching instead.