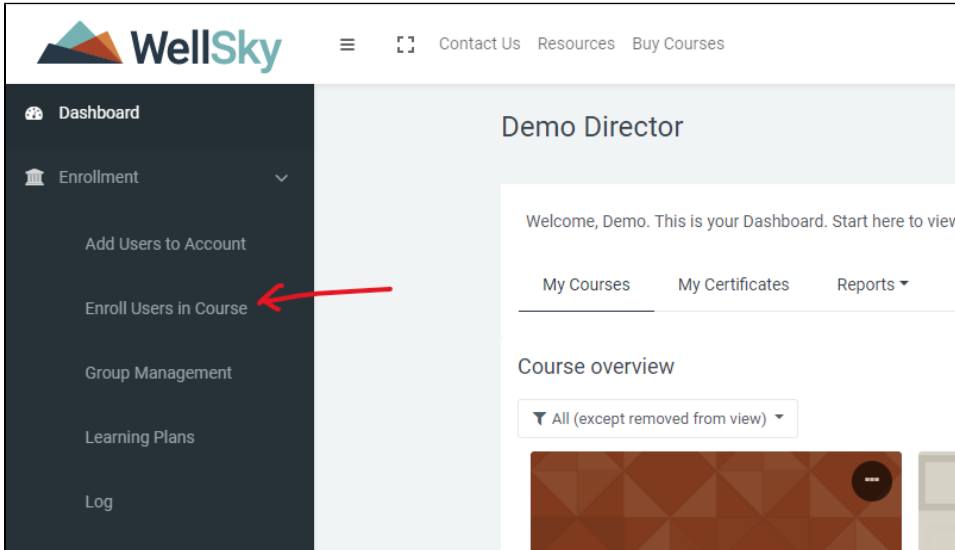


# Enrollment Block: Enroll Users in Course

## Step-by-step guide

Under **Enrollment**

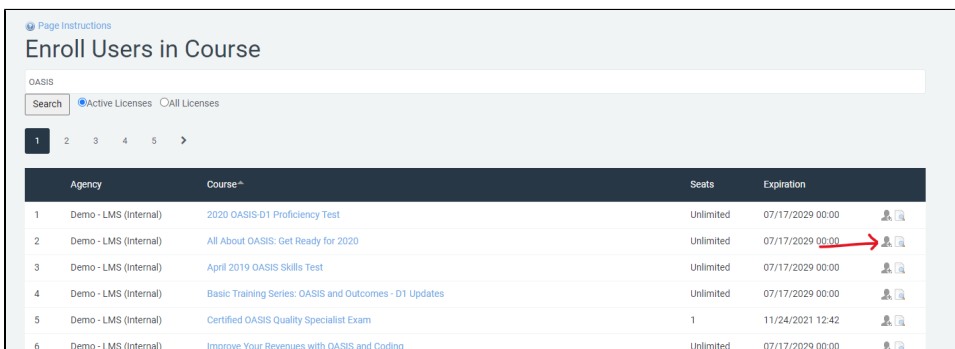
1. Click **Enroll Users in Course** link



2. Search for the course.

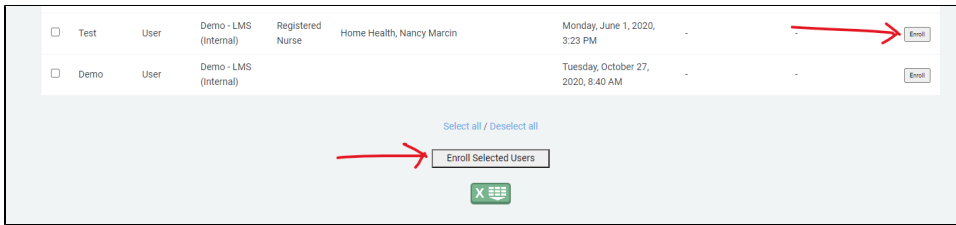


3. Click the  **Enroll** icon.



4. Select User(s)

5. Click either the **Enroll Button** (when one user is selected) for the **Enroll Selected Users** (when multiple users are selected) button.



6. Select Due Date(s)  
You have the option to set separate Due Dates and Unenrollment Dates.

7. Click **Finish** button to enroll user(s) into the course.  
An automatic email will be sent to the user notifying them they have a new course to complete.

