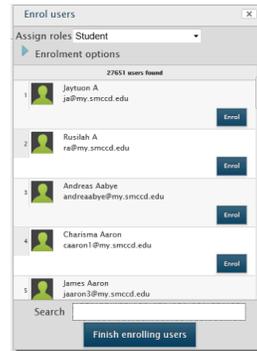


# How to add participants manually in WebAccess

**Activity:** Enroll "A Students" 1, 2, 3, and 4 in your course

**1** – In the **Settings tab**, select **Users > Enrolled users**, and click the **“Enroll users”** button.

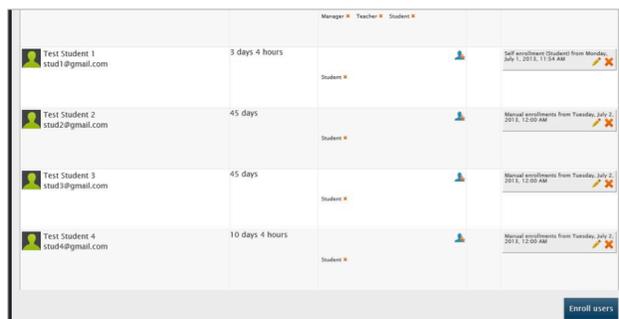
**2** – A window appears with a list of students, a pull-down menu at top, for selecting the type of role you wish to assign, and a search box at bottom for quickly locating a user:



**3** – Search for **“A Student 1”** and when this student appears, click the "Enroll" button. Repeat this step, clicking the Enroll button for **“A Students 2-4”**. *(If you were adding a real student you would search for either their name, email address, or G number instead of “A Student 1”)*

**4** – At the bottom of the window list, click the **"Finish enrolling users"** button.

**5** – Your four new users show in the Enrolled users list (after a few seconds).



**6 – That's it.** Now, when you want to test your activities, you can login to your course as an A Student. To login as:

- A Student 1, use the login name **stud 1** and the password **wastud**
- A Student 2, use the login name **stud 2** and the password **wastud**
- A Student 3, use the login name **stud 3** and the password **wastud**
- A Student 4, use the login name **stud 4** and the password **wastud**

**Note:** To remove a person from a role in the course, click the red **X** at the far right of the Enrolled users list. To edit the user role, click the Edit icon (pencil) at left of red X.