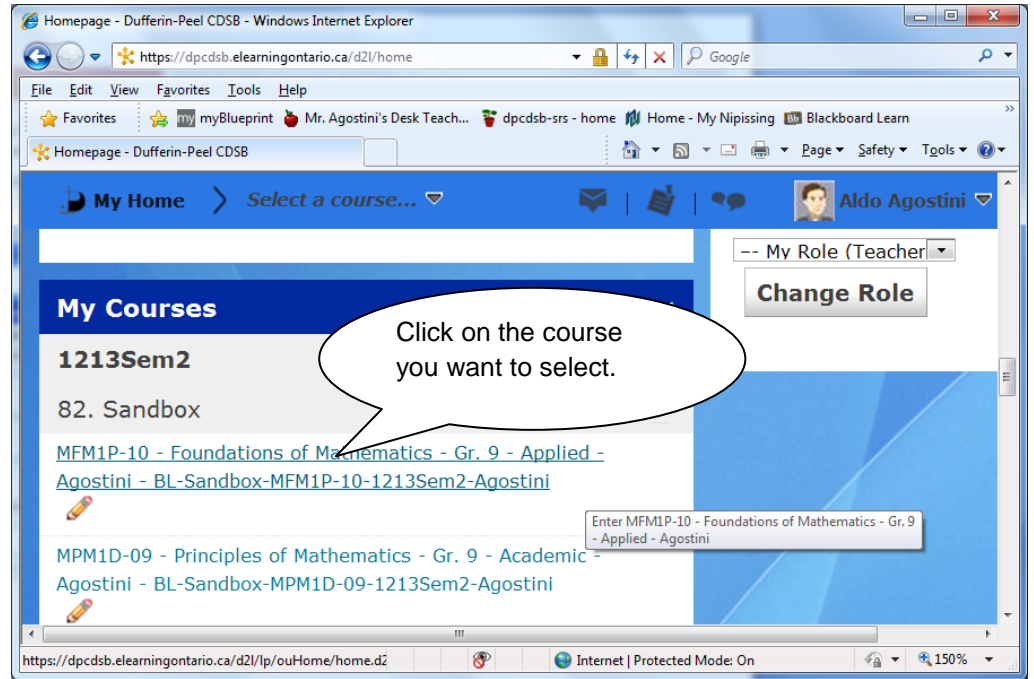
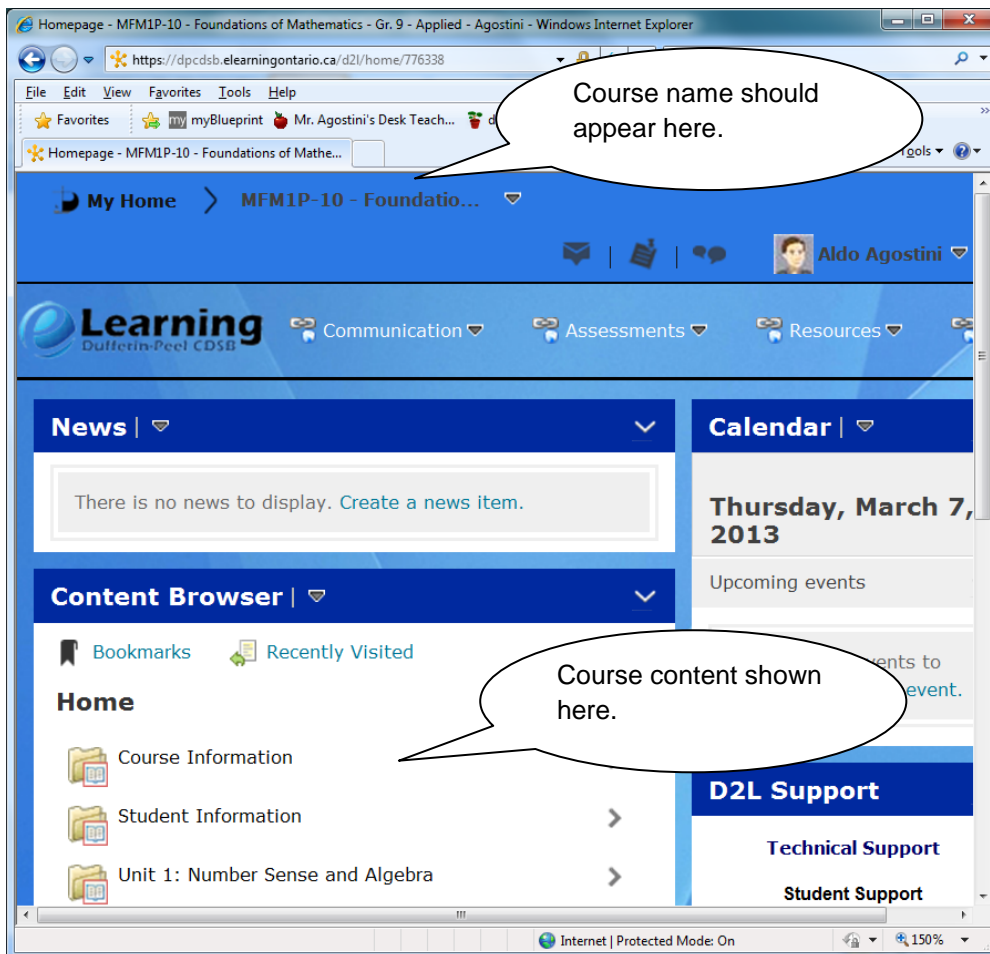


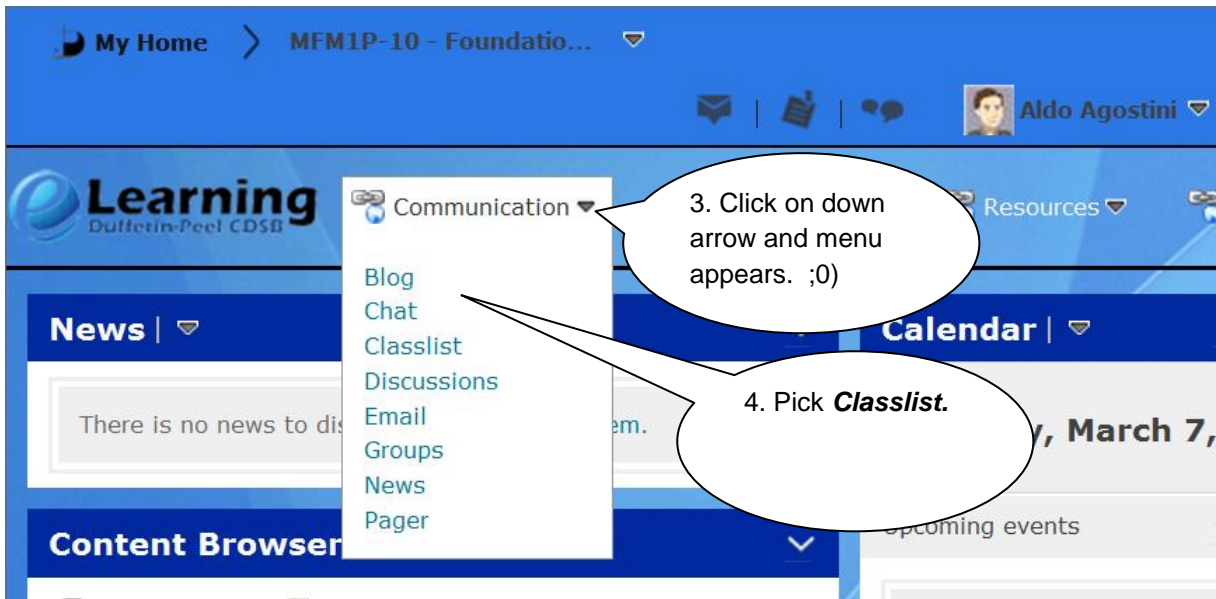
Step 1: In today's activity we will add students to our class. From the D2L home page, click on the course you wish to add students to.



Step 2: This will make the course active, it should display in the top of the menu bar, furthermore, those courses with content will display the content in the content window pane.



Step 3: To enter student names, select the down arrow beside the word **COMMUNICATION**:



The screenshot shows the top navigation bar of the Desire2Learn system. The user is logged in as Aldo Agostini. The main navigation menu is open, showing the 'Communication' dropdown menu. The menu items are: Blog, Chat, **Classlist**, Discussions, Email, Groups, News, and Pager. A speech bubble points to the down arrow next to 'Communication' with the text: '3. Click on down arrow and menu appears. ;0)'. Another speech bubble points to the 'Classlist' option with the text: '4. Pick **Classlist**.' The background shows a 'News' section with a message 'There is no news to display' and a 'Calendar' section for March 7.

Step 4: Select **Classlist** from the options.

Step 5: Click on the **Add Participants** and select

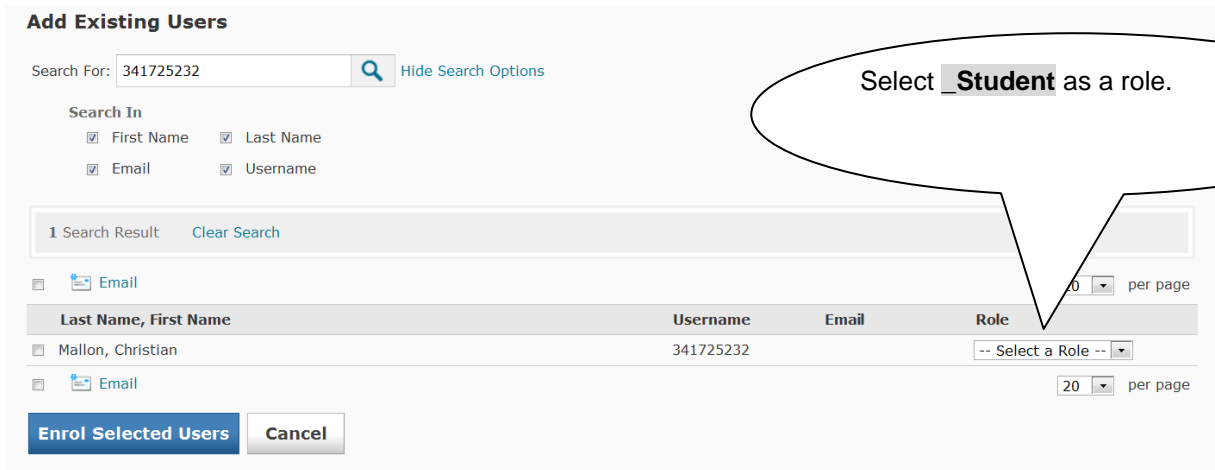


The screenshot shows the 'Classlist' page in the Desire2Learn system. The page title is 'Classlist' and there is a 'Print' button. The 'Add Participants' button is highlighted, and a dropdown menu is open showing two options: 'Add existing users' and 'Import users from a file on your computer'. A speech bubble points to the 'Add Participants' button with the text: '5. Click on **Add Participants**.' Another speech bubble points to the 'Add existing users' option with the text: '5. Select **Add existing users**'. Below the dropdown menu, there is a search bar with the text 'Search For:' and a 'Show Search Options' button.

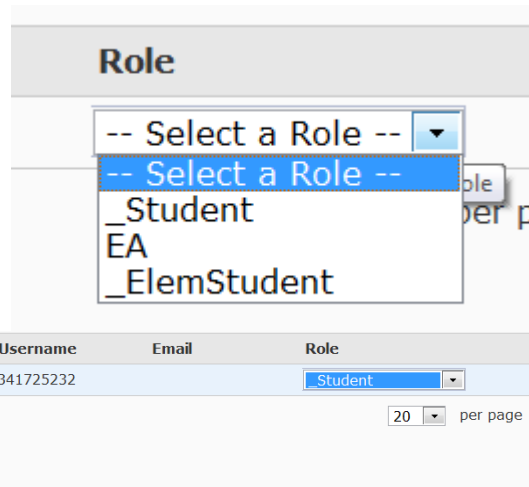
Step 6: Type in the student number in the **Search For** then click on the Magnifying glass to start your search.



Step 7: Once the search is complete, the student name should appear at the bottom of your screen.

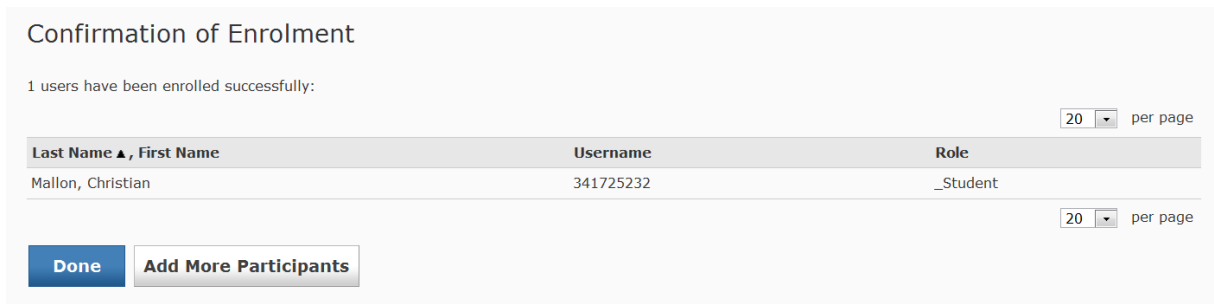


Step 8: Check the **CHECKBOX** beside the student name (if this is the correct student) and select the **ROLE** of the student as **_Student**. As depicted below.

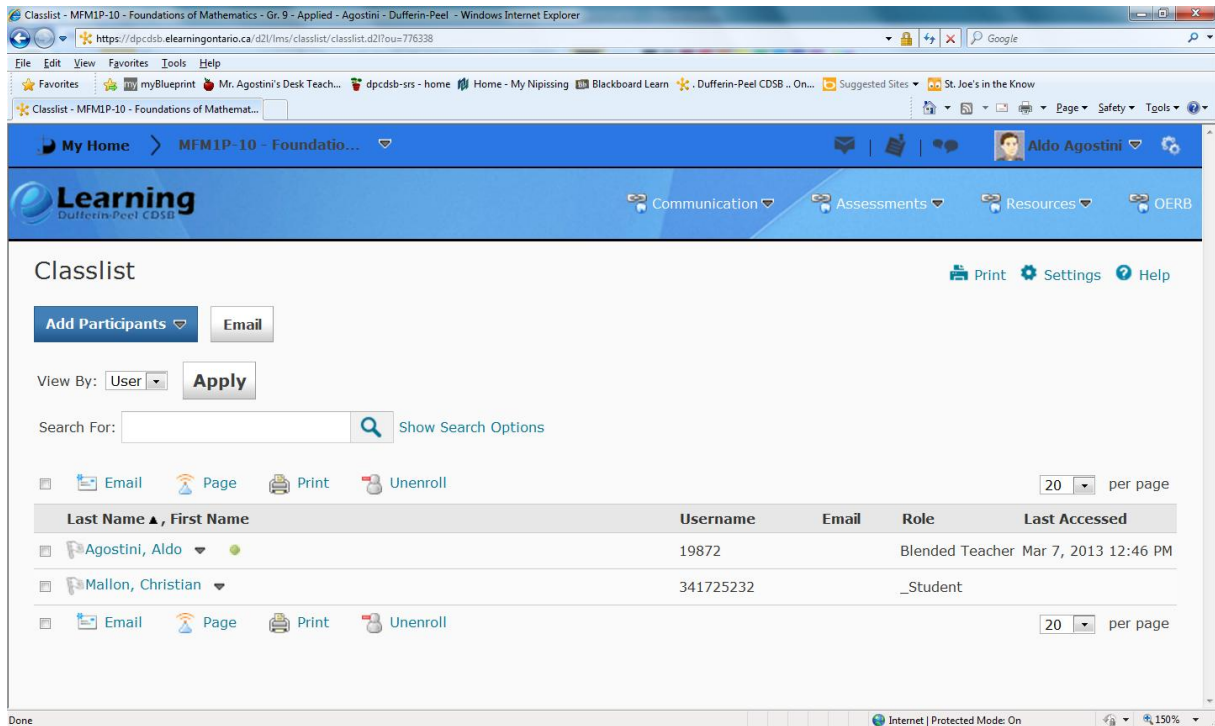


Step 9: Click **Enrol Selected Users**

Step 10 : A *Confirmation of Enrolment* will appear. To add another student, click on **Add More Participants**. If your Done adding, click on **DONE**.



Step 11: If you are adding more students, follow the steps above for each student in your class. If your DONE, you will see your class listed below:



This is the most basic way of enrolling students into your blended learning class.

