



How to Enroll a Student into a Course or Community

Step 1 Log into: <http://www.Respondere-Learn.com>

Step 2 Navigate to the course or community that you'd like to enroll the student.

Step 3

- Under the Administration section, choose "Assign roles."

The screenshot shows the Responder e-Learn interface. At the top, there is a navigation bar with links for 'My Courses', 'My Communities', 'My Records', 'Search', 'Help', and 'Get Technical Support'. Below this, the breadcrumb trail reads 'respondere-learn > Module-110'. The main content area is divided into two sections: 'Course Menu' on the left and 'Topic outline' on the right. The 'Course Menu' includes options like 'Outline', 'Course Information', 'Course Documents', 'Evaluation', 'Survey', 'Support', 'Gradebook', and 'Calendar'. The 'Administration' section is expanded, showing a list of options: 'Turn editing on', 'Settings', 'Assign roles', 'Grades', 'Groups', 'Backup', 'Restore', 'Import', 'Reset', 'Reports', 'Questions', 'Files', and 'Profile'. Two red arrows point to the 'Administration' dropdown and the 'Assign roles' option. The 'Topic outline' section shows '1 Course Information' with a 'Disclosure Statement' and a 'Jump to...' dropdown.

Step 4 **If enrolling within a Course**

- Click on "Student" under the Roles column.

If enrolling within a Community

- Click on "Participant" under the Roles column.

Assign roles in Course: Module-110

Roles	Description
Administrator	Administrators can usually do anything on the site, in all courses.
Course creator	Course creators can create new courses.
Teacher	Teachers can do anything within a course, including changing the activities and grading students.
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.
 Student	Students generally have fewer privileges within a course.
Guest	Guests have minimal privileges and usually can not enter text anywhere.
Leader	Team Leader for communities
Non-editing leader	Has same permissions in communities that non-editing teacher has in courses
 Participant	same permissions in communities that student has in courses
NDMS Report user	NDMS Report user
Organization Administrator	Org Administrator - duplicate of Administrator with stripped down permissions

[Click here to enter your course](#)

Step 5

- Type the person's name, (first name, last name), that you wish to enroll in the search field, and click the "Search" button.

Assign roles in Course: Module-110

Role to assign

Enrolment duration Starting from

7292 existing users 8857 potential users

*There are too many users to show.
Try searching instead.*

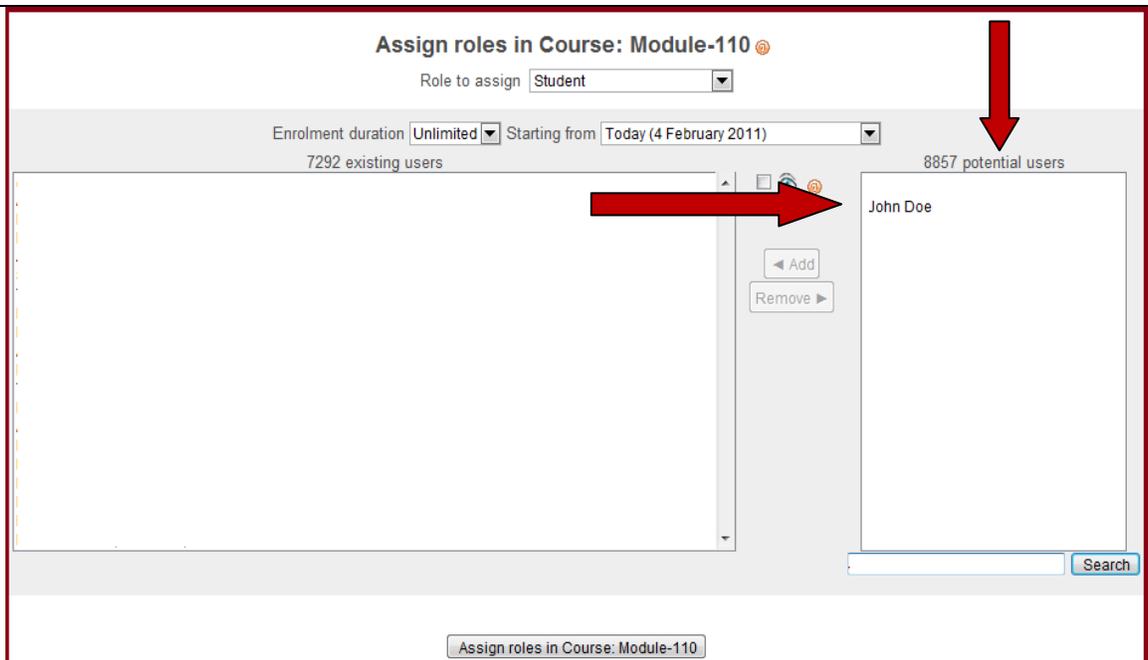
John Doe



[Assign roles in Course: Module-110](#)

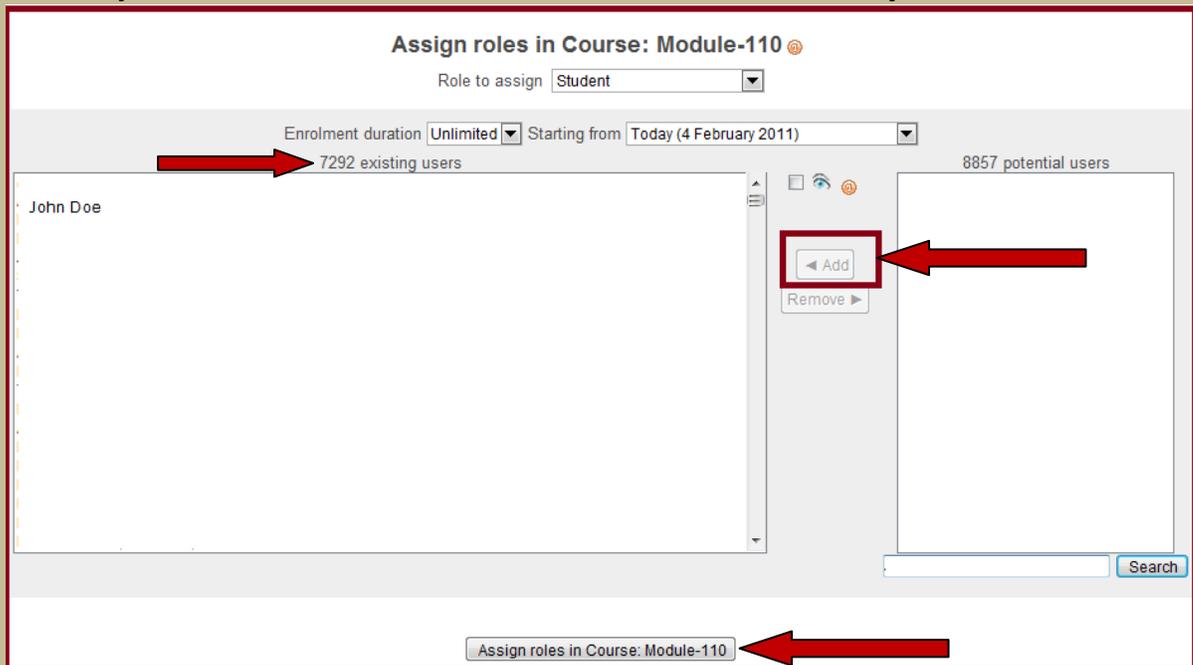
Step 6

- The person's name will be added to the potential user's field.
- Click on the person's names within the potential user's field, so that the the name is highlighted.



Step 7

- Click the “Add” button, which moves the person’s name into the “existing user’s” field.
- The person is now enrolled in the course or community.



- Click the “Assign roles in ...” button on the bottom of the screen to get back to the course or community.