Adding Someone To Your Course

Once a faculty member requests a course, registered students will automatically be added to it; updates to the roster will appear daily and will synchronize with enrollment data in MyNIU.

However, you may want to add someone to your course, such as a teaching assistant, another faculty member, or an interpreter.

To add someone, you will enroll them by going to the Control Panel and scrolling down to Users and Groups,

Next, click on Users

Look for “Find Users to Enroll”. Do not use the Search function as that will only search among users already enrolled.

Click on the Find Users to Enroll button.

If you know the Account ID for the person you wish to enroll, type it in the Username box, Next, choose the appropriate role from the dropdown menu.

However, if you don’t know the user’s Account ID, click on the Browse button to search for the user by name.

Select Last Name from the dropdown box, and enter the user’s last name, and click Go.
You can also search by Username, First Name, or NIU email address.
Place a check mark next to the correct user and click the Submit button.
Next, choose the appropriate role from the dropdown menu and click the Submit button.

You have now added someone to your course. You can verify the user has been added by checking

Users and Groups in the course management area. Under Users and Groups, select Users and you will then be able to find the new user.