# Add a User to Your Course Site (Compass)

To add a user as an instructor to your course site, follow these instructions:

1. Navigate to your course site and make sure Edit Mode is On (in the top right of your screen).
2. Under **Course Management** in the left hand navigation menu, click on **Users and Groups** to expand the selection.
3. Select **Users**.
4. In the top left of your screen, click the **Find Users to Enroll** button.
5. In the Username text box, type the NetID of the person you would like to add.
6. Next to **Role**, change the selection to **Instructor**. Next to **Enrollment Availability**, make sure“Yes” is selected.

# Add a User to Your Course Site (Moodle)

To add a user as an instructor to your course site, follow these instructions:

1. Navigate to your course site and make sure the left-hand menu is expanded (if it isn’t, click the menu button with 3 lines in the top left corner).
2. From the navigation menu, click on **Participants**.
3. On the next page, click the **Enroll Users** button in the top right of the main section.
4. Under **Enrollment Options**, in the **Select users** section, type the NetID of the person you would like to add.
5. From the drop down menu that appears, select the name of the person. Once this is selected, their name will appear to the right of **Select users**.
6. Next to **Assign role**, select **Teacher** from the drop down menu.
7. Then click the **Enroll selected users and cohorts** button.