ENROLL STUDENTS- MANUALLY

Students must be enrolled into a class to submit papers. Students can self-enroll in a class by creating a user profile using the class ID number and class enrollment password. The instructor can enroll students into a course one-by-one or by using a list of student names and email addresses. When a student is enrolled by the instructor, each student will be emailed a temporary password and login information. If students are to self-enroll, they must be given the class ID and enrollment password by the instructor. **The class ID and password should never be posted on a public Web site to ensure that only students in the course are enrolled.**

Check Enrollment Password

† On the Instructor Home Page, click the Statistics icon (see illustration below) for the Course for which the password is to be changed.

![Statistics Window](image)

† The Statistics window will display (see illustration below).

![Statistics Table](image)

† The Enrollment Password and Class ID will appear in the columns directly to the right of the class name (see illustration above).

Change Enrollment Password

The Instructor can change the enrollment password to remove accidental capitalization that may cause enrollment issues for the students. Changing the password after student enrollment is completed can prevent students who have forgotten their passwords from enrolling multiple times.
On the Instructor Home Page, click the Edit icon (see illustration below) for the Course for which the password is to be changed.

The Update Standard Class window will display (see illustration below).

In the Enrollment Password box, input the new password.
Click the Submit button.

Enroll Students Manually
An Instructor can enroll students individually to a class. When a student is enrolled, the first name, last name, and email address must be provided. Once the student is enrolled, a welcome email will be sent to the student.
On the Class Home Page, click the class into which the student is to be enrolled.
Click the Students tab (see illustration below).

The Students window will display with a Welcome message (see illustration on next page).
Click the Add Student button.
The **Enroll a Student** window will display (see illustration below).

- Read the information at the top of the window.
- Fill in the required information.
- Click the **Submit** button.
- The student will be added to the class list.

**Enrollment Emails**

Once a student has been enrolled in the course a confirmation email will be sent to the student notifying them that they are enrolled in the course. If the student has an existing user profile, the confirmation email will notify the student of his/her enrollment in the course. If the student email address was not from an existing student, the email message will contain a temporary password and login instructions. A pink highlight over the enrollment date to the left of the student name indicates that the student has never logged into Turnitin before.