ENROLLING USERS IN A COURSE

AS AN INSTRUCTOR IN A NOT-FOR-CREDIT COURSE:

1. Verify that you are a User Administrator or higher in your node, and that you are the Instructor of the course.
2. Click the My WebCampus tab at the top of the screen.
3. Find your course from the My Courses module.
4. Within your course, expand Users and Groups from the course Control Panel. Click Users.
5. Click the Find Users to Enroll button near the top of the screen.
6. Type in the NetID for the user you would like to add, or click Browse to find the user.
7. Click Submit.

CREATING A NEW USER ACCOUNT

AS AN ADMINISTRATOR IN THE NODE:

1. Verify that you are a User Administrator or Node Administrator in your node.
2. Click the System Admin tab at the top of the screen.
3. Click on the Users link inside the Users module.
4. Click the Create User button near the top of the screen.
5. Fill in the fields First Name, Last Name, and Email.
6. Enter a Username and Password.
7. Make sure that you define a value for the Institutional Hierarchy Node by clicking Find Node. Use search to locate your node, click Ok.
8. Click Submit.

WebCampus Quick Tutorials: http://teaching.unr.edu/IDT/teachingtools/Quick_tutorials.html
Questions: WebCampus@unr.edu or (775) 682-6798
CREATING A NEW COURSE

AS AN ADMINISTRATOR IN THE NODE:

1. Verify that you are a Course Administrator or Node Administrator in your node.
2. Click the System Admin tab at the top of the screen.
3. Click on the Courses link inside the Courses module.
4. Click the double-chevron on the Create Course drop-down menu and click New.
5. Fill in the fields Course Name and Course ID.

Be descriptive! This name of is what your students will see on their course menu.

The Course ID must have the following convention: 9999SPEC_name where ‘name’ is a descriptive identifier that does not contain any spaces.

6. ! Fill in the Institutional Hierarchy Node by clicking Find Node. Use the search function to locate your node, and click Ok.
7. Scroll to the bottom and click Submit.
8. In the search field on the Courses page, type the course name in the search box to find your course.
9. Click the double-chevron next to the Course ID and click Enrollments.
10. Click the Enroll Users button.
11. Enter your own NetID and select the role of Instructor from the drop-down list.
12. Click Submit.

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**CREATING A NEW ORGANIZATION**

**AS AN ADMINISTRATOR IN THE NODE:**

1. Verify that you are a Course Administrator or Node Administrator in your node.
2. Click the System Admin tab at the top of the screen.
3. Click the Organizations link inside the Organizations module.
4. Click the double-chevrons on the Create Organization drop-down and click New.
5. Fill in the fields Organizations Name and Organization ID.

Be descriptive! This name of is what your participants will see on their Organizations menu.

The Organization ID must follow the convention: 9999ORG_name where ‘name’ is a descriptive identifier that does not contain any spaces.

6. Fill in the Institutional Hierarchy Node by clicking Find Node. Use the search function to locate your node, and click Ok.
7. Scroll to the bottom and Click Submit.
8. In the search field on the Organizations page, type in your Organization name in the search box to find your Organization.
9. Click the double-chevron next to the Organization ID and click Enrollments.
10. Click the Enroll Users button.
11. Enter your own NetID and select the role of Leader from the drop-down list.
12. Click Submit.

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Questions:  [WebCampus@unr.edu](mailto:WebCampus@unr.edu) or (775) 682-6798
**Common Tasks**

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<th>Enrolling Users in an Organization</th>
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<td><strong>AS A LEADER IN THE ORGANIZATION:</strong></td>
<td><strong>AS AN ADMINISTRATOR IN THE NODE:</strong></td>
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<tr>
<td>1. Verify that you are the Leader of the Organization.</td>
<td>1. Verify that you a User Administrator or Node Administrator in your node.</td>
</tr>
<tr>
<td>2. Click on the My WebCampus tab at the top of your screen.</td>
<td>2. Click on the System Admin tab at the top of the screen.</td>
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<tr>
<td>3. Find your Organization from the My Organizations module.</td>
<td>3. Click on the Users link inside the Users module.</td>
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<tr>
<td>4. Within your Organization, expand Users and Groups from the Organization control panel. Click Users.</td>
<td>4. In the search field on the Users page, type the user ID for the user. Click Go.</td>
</tr>
<tr>
<td>5. Click the Find Users to Enroll button near the top of the screen.</td>
<td>5. Click the double-chevron next to the Username and click Edit.</td>
</tr>
<tr>
<td>6. Type in the NetID for the user you would like to add, or click Browse to find the user.</td>
<td>6. Modify any of the fields as desired and click Submit.</td>
</tr>
<tr>
<td>7. Click Submit.</td>
<td>7. To delete the user account, click the double-chevron next to the Username and click Delete.</td>
</tr>
<tr>
<td></td>
<td>8. Click OK to confirm the deletion.</td>
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**Questions:** WebCampus@unr.edu or (775) 682-6798
**EDITING A COURSE IN YOUR NODE**

**AS AN ADMINISTRATOR IN THE NODE:**

1. Verify that you are the **Course Administrator** or **Node Administrator** in the node.
2. Click on the **System Admin** tab at the top of your screen.
3. Click the **Courses** link inside the **Courses** module.
4. In the search field on the **Courses** page, type the name of the course. Click **Go**.
5. Click course ID of the course you wish to edit.
6. Make sure the **Edit Mode** switch in the upper right corner of the screen is switched to **ON**.
7. You are now ready to edit the course.

**DELETING OR MODIFYING A COURSE**

**AS AN ADMINISTRATOR IN THE NODE:**

1. Verify that you are the **Course Administrator** or **Node Administrator** in the node.
2. Click on the **System Admin** tab at the top of the screen.
3. Click the **Courses** link inside the **Courses** module.
4. In the search field on the **Courses** page, type the name of the course. Click **Go**.
5. Click the double-chevron next to the **Course ID** and click **Edit**.
6. Modify any of the fields as desired and click **Submit**.
7. To delete the course, click the double-chevron next to the **Course ID** and click **Delete**.
8. Click **OK** to confirm the deletion.