# Moodle Quick Start Guide: Adding a Teaching Assistant to Your Moodle Course
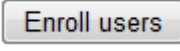
Our Moodle server is integrated with Banner, so all of your students who are officially enrolled in your course in Banner are added to the course automatically, and all students who drop the course are removed from the Moodle course the morning after the Registrar's office processes the Add/Drop form. Teaching Assistants (and auditors) are not officially enrolled in your course, and so you need to add them manually to your course using the Users link in the Settings block. To add a user to your course in a particular role:

1. Log in to Moodle, and navigate to your course by clicking on the appropriate link in the Current Courses list block, on the left-hand side of the page:
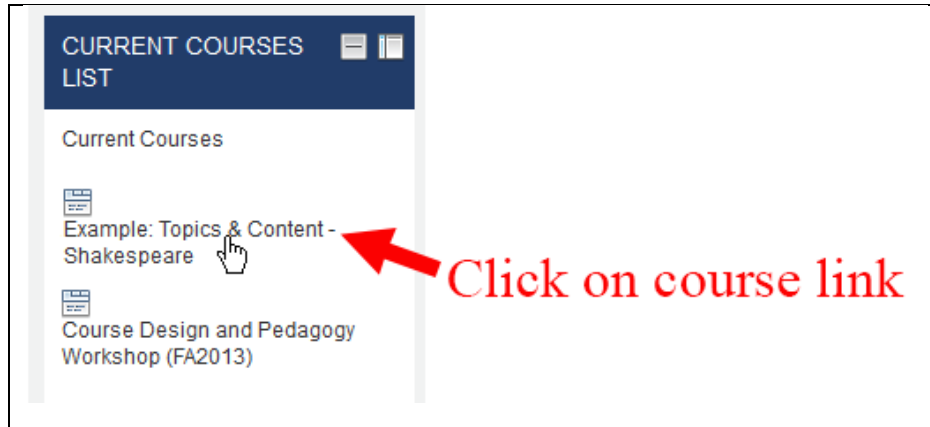

2. In the Settings block for the course (Course administration section), click on the Users link to expand that section, and then click on the "Enrolled users" link:
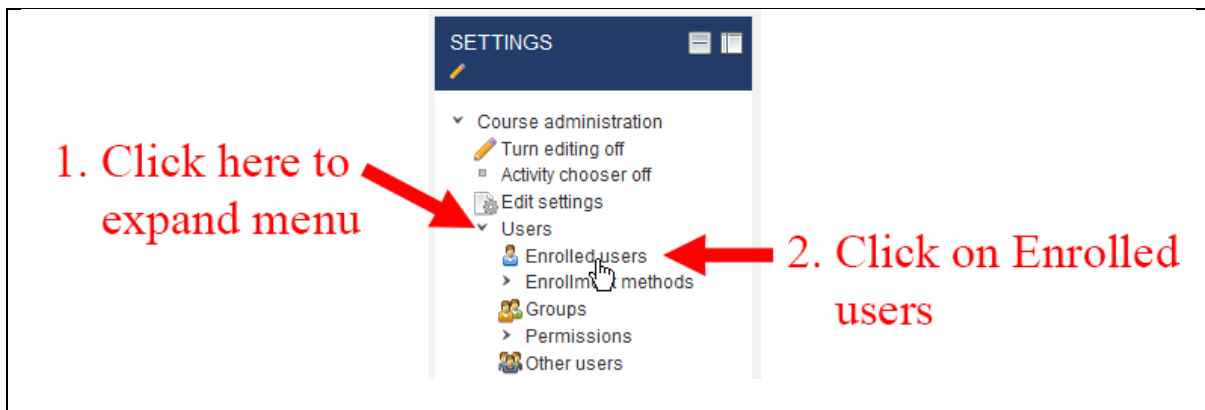
3. You will see a list of the users already enrolled in your Moodle course. At the top-right corner of the page, click on the **Enroll users** button.

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4. We are assuming that you want to add a Teaching Assistant to your course, so in the "Assign roles" drop-down list, click on the downward-facing triangle next to the default Student role, and click on the link for the Teaching Assistant role (or for the particular role that you want the person to have in your course):
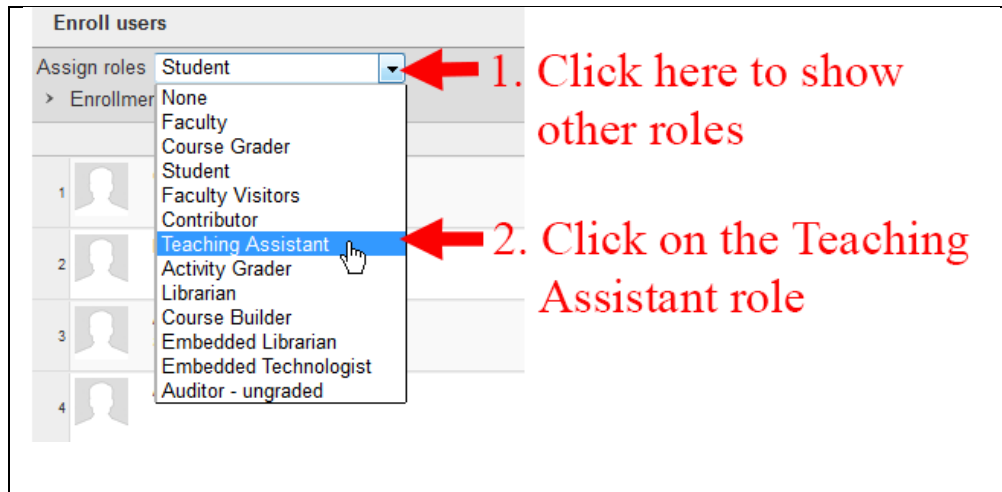
5. At the bottom of the "Enroll users" dialog box will be a small rectangular Search window. Type in the last name or user name of the person you want to add, and click on the Search button (or hit the "Enter"/"return" key on your keyboard):

6. If you typed in the last name rather than the user name, you may see several students listed in the results box. Click on the **Enroll** button next to the name for the person you want to add to your course, and then click on the "Finish enrolling users" button (shown in the figure above) to finalize the process.
7. Moodle will reload that "Enrolled users" page, with the student now displayed in the list.
8. Once you are finished, you can use the bread-crumb trail at the top of the page to return to the opening page for your course: