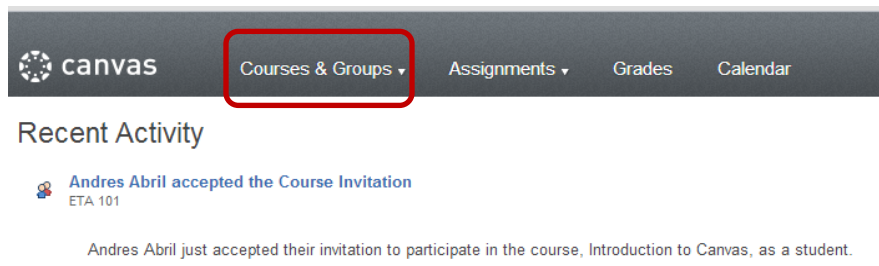# Adding a New User
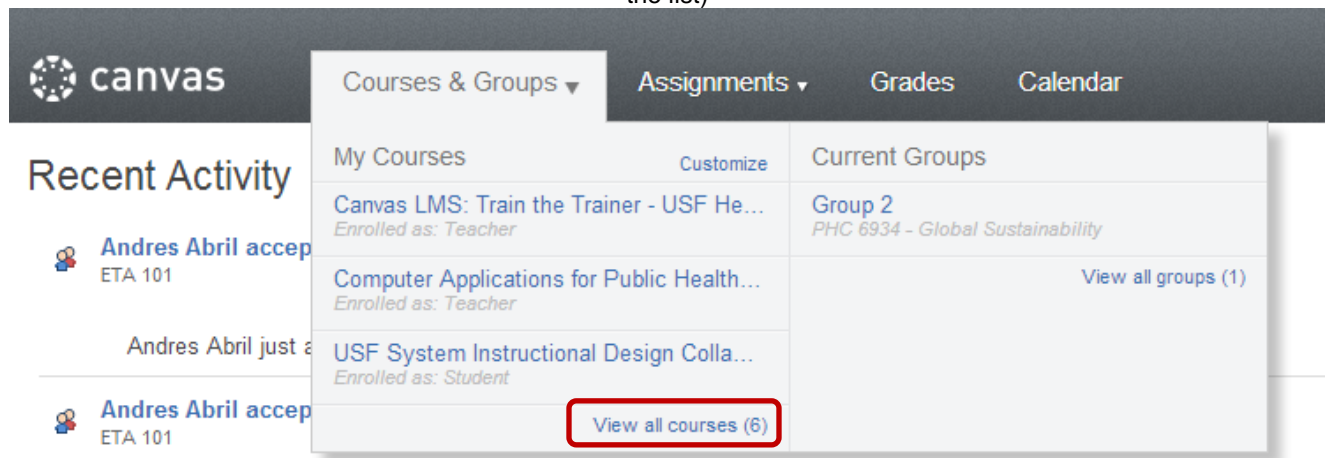
1. Go to: usflearn.instructure.com

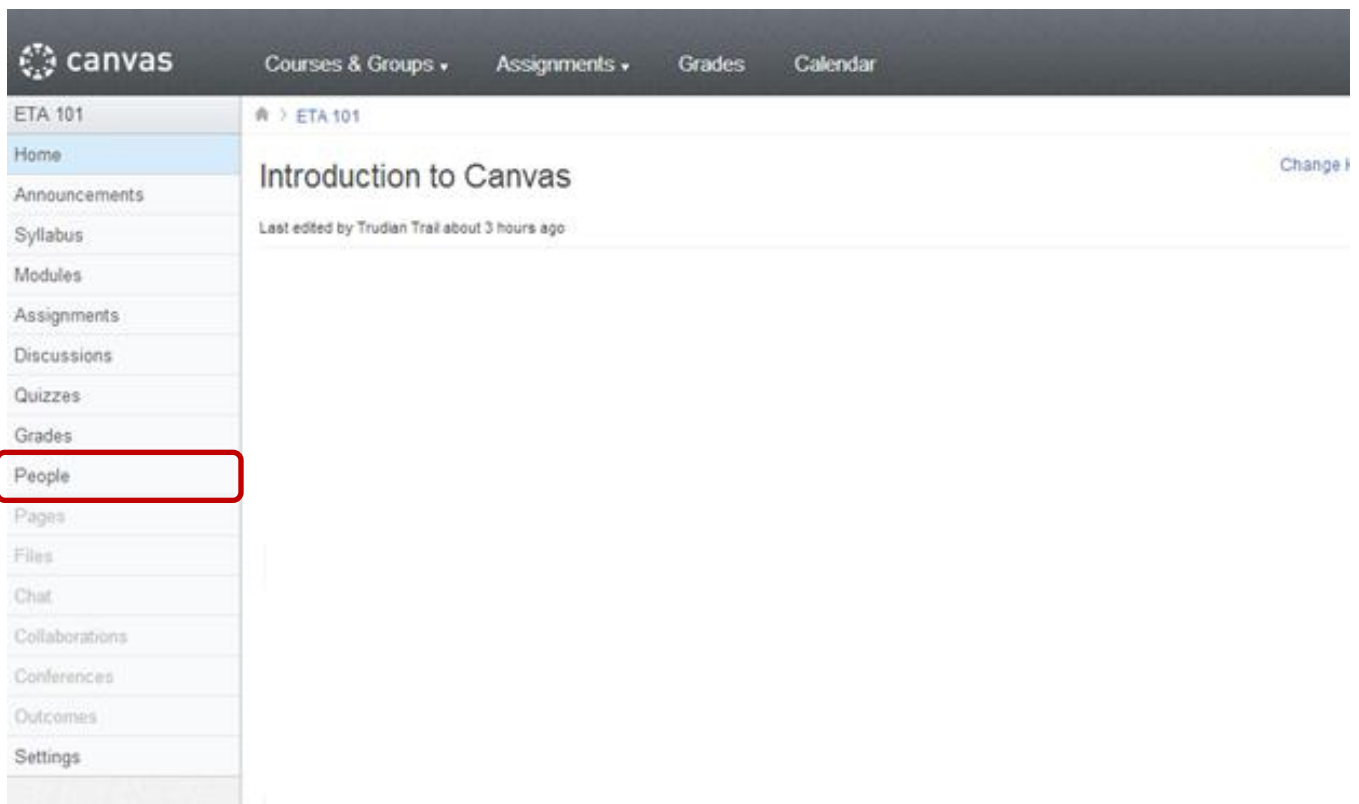2. Enter your *netID* and *password*

3. Rollover ***Courses & Groups***

4. Select a course from the list (if you do not see your course listed click on 'view all courses' at the bottom of the list)
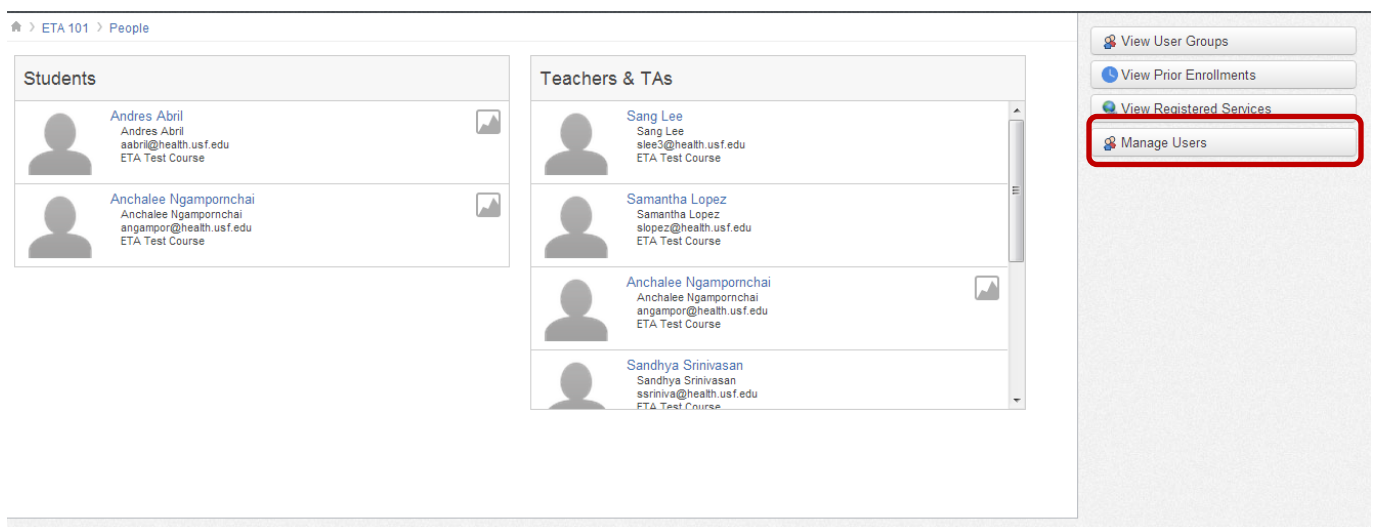
5. Select *People*

6. Click on the *Manage Users* button

7. Click on the *Add Users* button to add a user

Allgood, Michelle
Michelle Allgood
michelle@instructure.com
linked to: Agent 86

Brown, Alli
Alli
alli@instructure.com
linked to: Agent 99
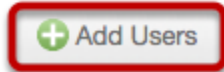
⊕ Add Users

8. Click on the drop-down menu [1] and select what type of user you want to add *(You can choose from Students, Teachers, TAs, Observers, and Designers)*

Add Course Users

Add More   Students ⏷   ①
For the se Students
            Teachers
Copy and p TAs   s to add users.
            Observers
            Designers

Continue...   Cancel

9. Type or copy and paste a list of NetIDs or email addresses to add users [1]. Separate multiple users with a comma.

    a. *You can set grading privileges by selecting the **these admins can only grade students in their section** checkbox [2].*

Add Course Users

Add More TAs ⏷
For the section Slytherin ⏷   ②
    ☐ these admins can only grade students in their section ←
Copy and paste a list of email addresses to add users.

①
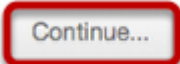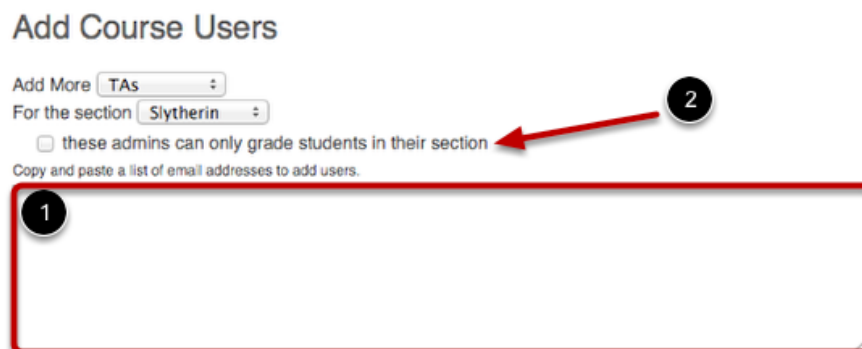
Continue...
10. Select

11. If the information displayed in the text box [2] is correct Select the ***OK Looks Good, Add This [#] User*** button [1] to add new users to your course.

        *a. If the information displayed in the text box [2] is incorrect, you can edit the information by clicking on the **Go back and edit the list of users button** [3].*