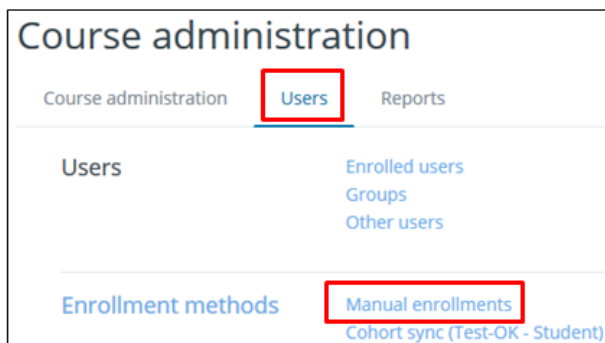# Manual Enrollment

Once a course has been created in STC|U, users can set up various student enrollment methods. With manual enrollment, the instructor selects the students to be enrolled in the course and manually enrolls each one, either individually or collectively. These instructions explain how to manually enroll students in a course.

1. Log in to STC|U.

2. Under My Courses on the left, select the course for which you want to set up manual enrollment of students.

3. Click the gear button ⚙ ▾ and select **Turn Editing On**.

4. Click the gear button again and then click **More…**, which opens the Course Administration page.

5. On the Course Administration page, click the **User** tab, and then click **Manual enrollments** in the Enrollment Methods section.

5. Configure the Manual Enrollments page as needed. Hover the mouse over the question mark icon (❓) to read more about each setting. When finished, click **Save changes**.
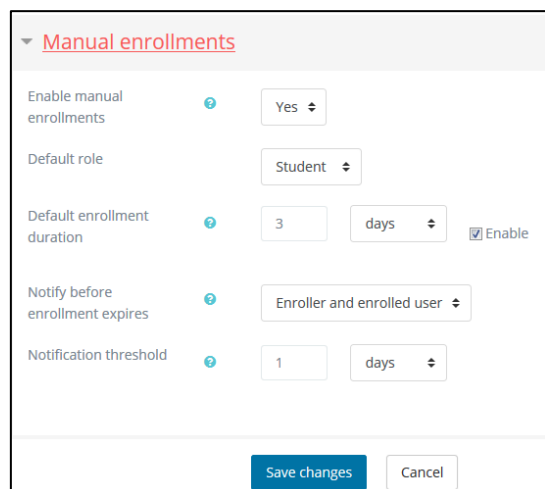

6. The Enrollment Methods page displays the different enrollment methods available for the course. From this page, you can view users enrolled by each enrollment method, as well as delete, disable, edit, and add users. Click the person add icon (👤➕) to add users to the course.

To add users, select one or more users in the Not Enrolled Users column and then click the **Add** button. This moves them to the Enrolled Users column. Prior to clicking **Add**, you can also assign roles and set the enrollment duration and starting from date.

7. To remove users from the course, click the user in the Enrolled Users column and then click **Remove**.

Alternate Method

This method can be used if you have a Course Catalog header.

1. Click **Course Catalog**.

2. Navigate to the course for which you want to set up manual enrollment.

3. Hover your mouse over the gear icon at the bottom of the course box, then click the far left icon (Enroll Users).
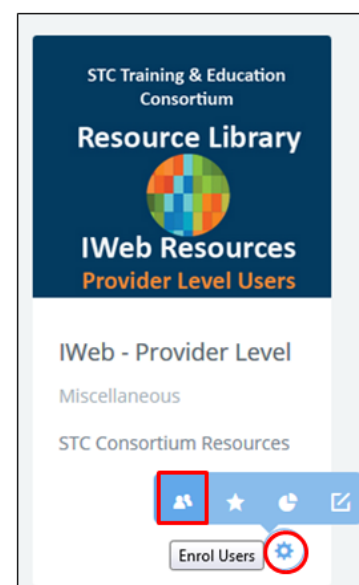
4. Click the **Enroll Users** button on the top right-hand corner of the page.

5. Select the students to be enrolled in the course and click the **Enroll** button located on the right side of their name. Continue as many times as necessary until all students are enrolled.

6. When finished manually enrolling students, click **Finish Enrolling Users** at the bottom.