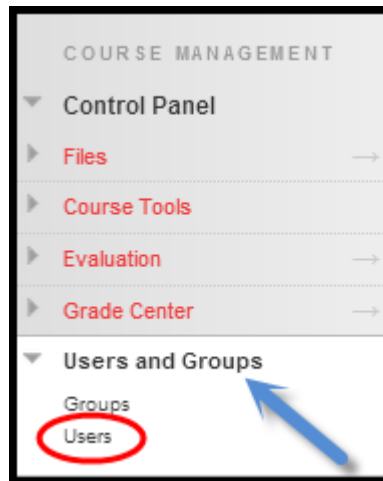


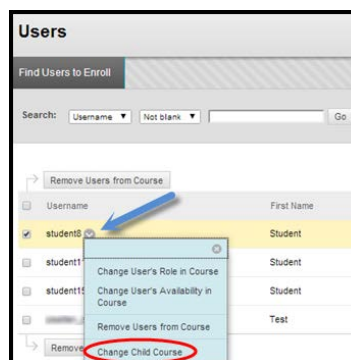
## Change a User's Child Course Enrollment

When students (Users) change sections within a combined course, they become disabled and can no longer access their course. By following the instructions below, the instructor will be able to move the User into the correct section and enable them to access it.

- Go to the Master course that the User was enrolled in
- Go to **Control Panel** on the bottom left-hand corner of the course.
- Click on **Users and Groups** then click on **Users**

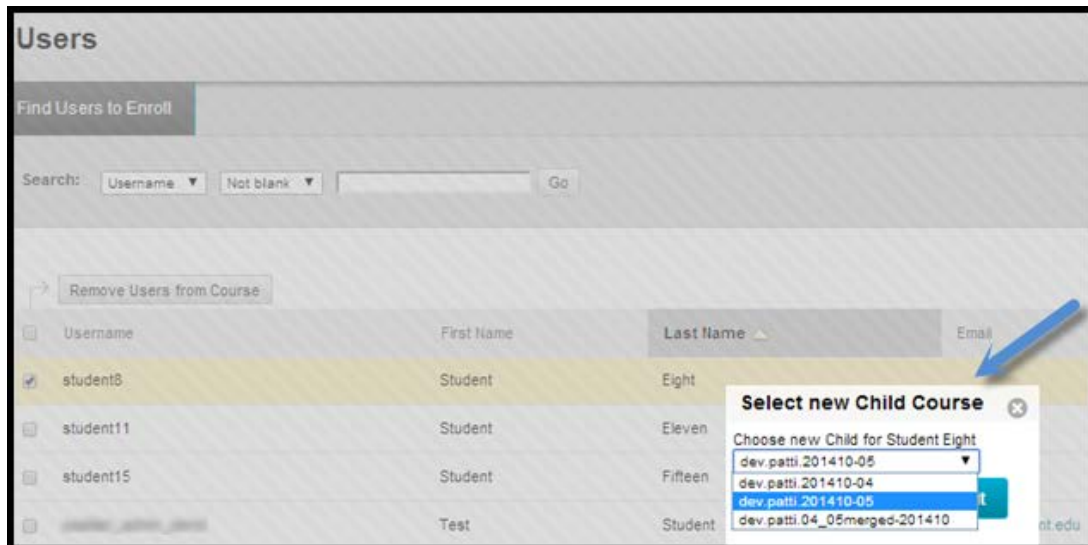


- From the Users screen, hover over the Username and click **Change Child Course**.

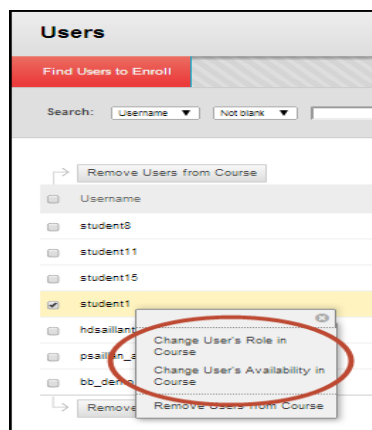


## Change a User's Child Course Enrollment (continued)

- From the dropdown, select the correct course the User should be enrolled in and click **Submit**.



- The User's availability will need to be changed to **Yes** in the child course as well as the combined course.
- From the Users screen, hover over the User and click on **Change User's Availability in Course**.



## Change a User's Child Course Enrollment (continued)

- To change a User's availability, select **Yes** to enable them in the course from the drop down option and click **Submit**.

### Change User's Role in Course

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#### 1. Role and Availability

Role

- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest

Available (this course only)

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#### 2. Submit

*Click Submit to proceed. Click Cancel to quit.*