

Assign Students and Instructors To Specific Courses

Last Modified on 10/07/2020 9:09 pm IDT

Admins can manage your course rosters by assigning users to specific courses in the Users tab or by managing course users in the course Settings.

- Only users assigned as *Admin* roles can manage course rosters.
- Virtual classroom participants do not have to be registered to your Virtual Classroom as users to join a live session. You may [invite participants](#) by sharing the direct URL to your virtual classroom with them.

Assign Your Students and Instructors to Courses Within Users

This process is also detailed within the article [Add Users](#).

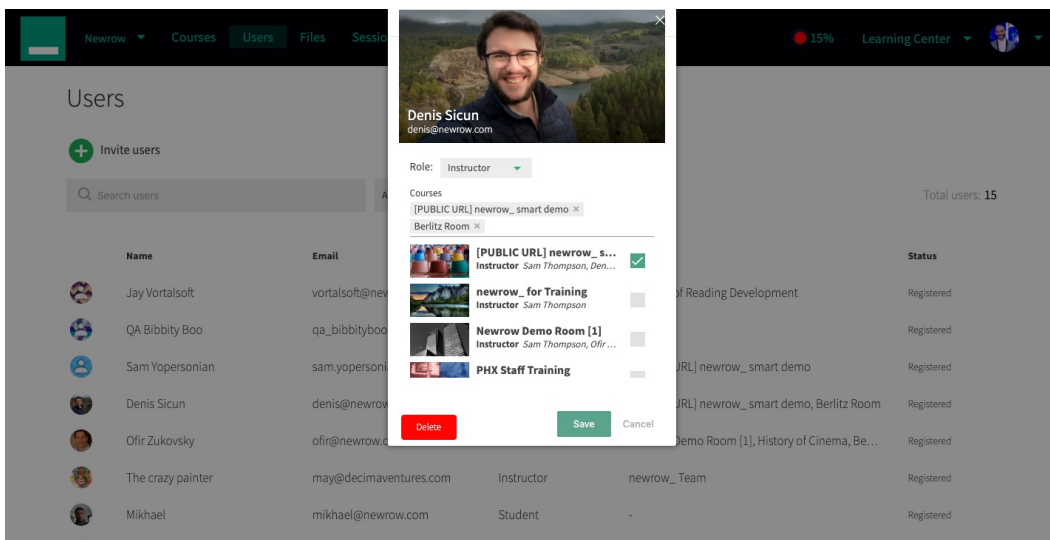
To assign students and instructors to courses within users

1. Log in to smart.newrow.com
2. Click **Users** in the upper bar of the *Course Directory*.
3. Select the user you want to assign to a course.
4. From the *Edit User* pop-up, select the checkbox corresponding the course you wan the user to access.
5. Click the **Save** button.

Assign Students and Instructors to a Course Within Course Settings

To assign students and instructors to a course within course settings

1. Select a course within your course directory.
2. Within the course page, 3 tabs are displayed: Course, Quizzes, Settings. Select **Settings**.
3. Start typing the name of the user you want to add to the course in the *Add Users* search field.
4. Select the user from the suggested matches.
5. Click **Save**.



- Students and instructors assigned to courses will see those courses within their course directory.
- You do not need to assign Admins to courses as Admins are able to access all courses in the Virtual Classroom.

