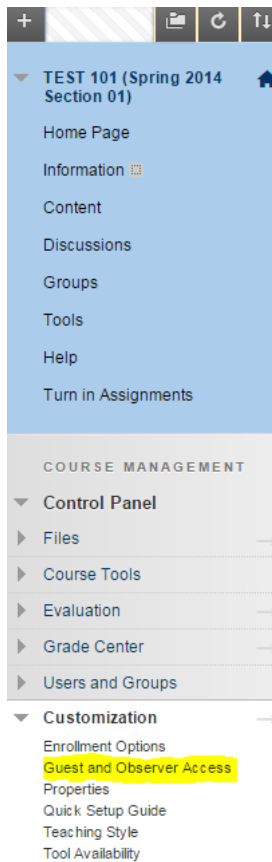Allowing Observer Access

1. Go to Course Management → Control Panel → Customization → Guest and Observer Access

2. Under Allow Observer Access, click the radio button next to Yes.

3. Click Submit.
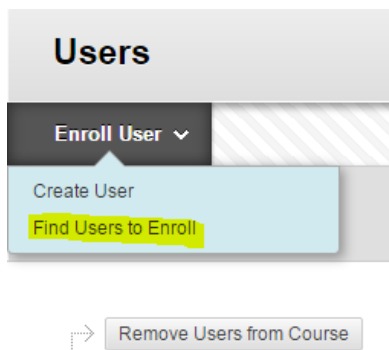
Adding Users to a Bb Course

1. Go to Course Management → Control Panel → Users and Groups → Users.
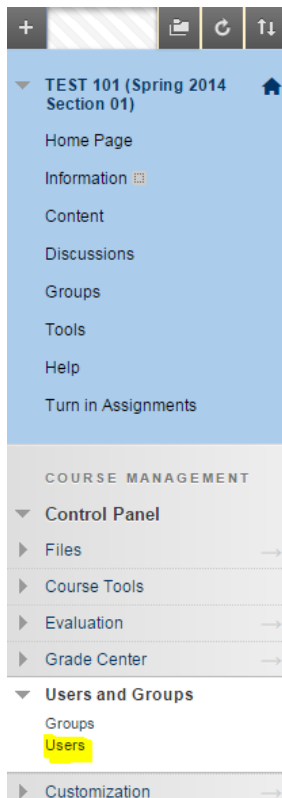
2. Go to Enroll User and select Find Users to Enroll from the context menu.

3. Enter the CoyoteID(s) of the individual(s) that need to be added; delimit multiples using commas.

4. Assign the role (access level) from the Role drop-down box; e.g. Observer.
5. Click Submit.