

Content Users

Under the **Users** tab, you can:

- view users who are assigned to the material,
- enroll students into the course,
- cancel enrollments,
- search users by the name, email, or login.

Here you can view the users' logins and organizations, the date of the course assignment and the due date if there is any, and check how the user is progressing through the course (the course status).

The screenshot shows the 'Manage course' interface for a quiz titled 'Everest'. The 'Users' tab is selected, displaying a list of users assigned to the course. The table includes columns for 'User', 'Organization', 'Assigned', and 'Status'. A 'Grant access to user' button and a search bar are also visible.

<input type="checkbox"/> User ↓	Organization	Assigned	Status
<input type="checkbox"/> David Crane (david.crane)	My Company	01/16 - no due date	Failed (14.29%/50%)
<input type="checkbox"/> Helen Smith (helen.smith)	My Company	01/16 - no due date	Not Started
<input type="checkbox"/> Leigh Ann Bellamy (irina.chumanova)	My Company	01/16 - no due date	Passed (78.57%/50%)

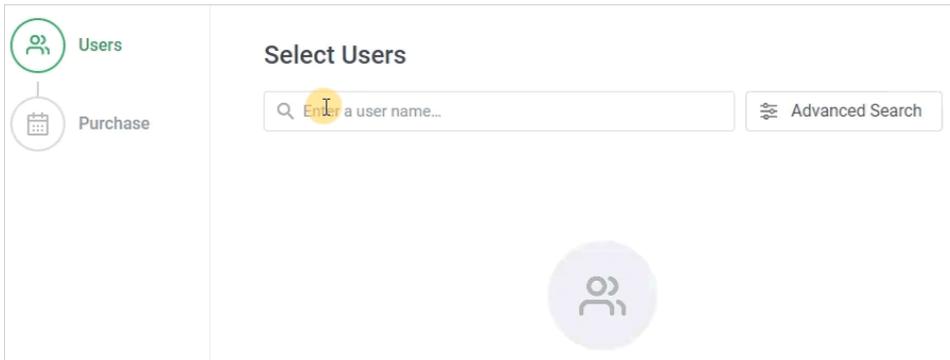
To enroll users into the content:

1. Click **Grant access to user**.

This close-up screenshot shows the 'Grant access to user' button being clicked, with a mouse cursor pointing to it. The table below it shows the same user list as the previous screenshot.

<input type="checkbox"/> User ↓	Organization	Assigned	Status
<input type="checkbox"/> David Crane (david.crane)	My Company	01/16 - no due date	Failed (14.29...
<input type="checkbox"/> Helen Smith (helen.smith)	My Company	01/16 - no due date	Not Started
<input type="checkbox"/> Leigh Ann Bellamy (irina.chuma...	My Company	01/16 - no due date	Passed (78.57...

2. In the opened window, start entering the name, last name, login, or email of a user and left-click the matching option.

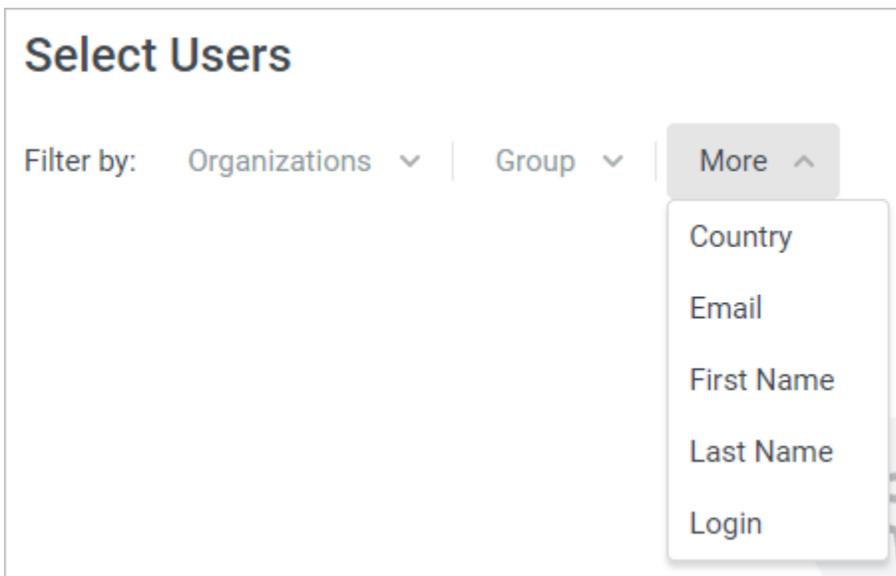


3. If you can't locate the needed learner, use the **Advanced Search** option.

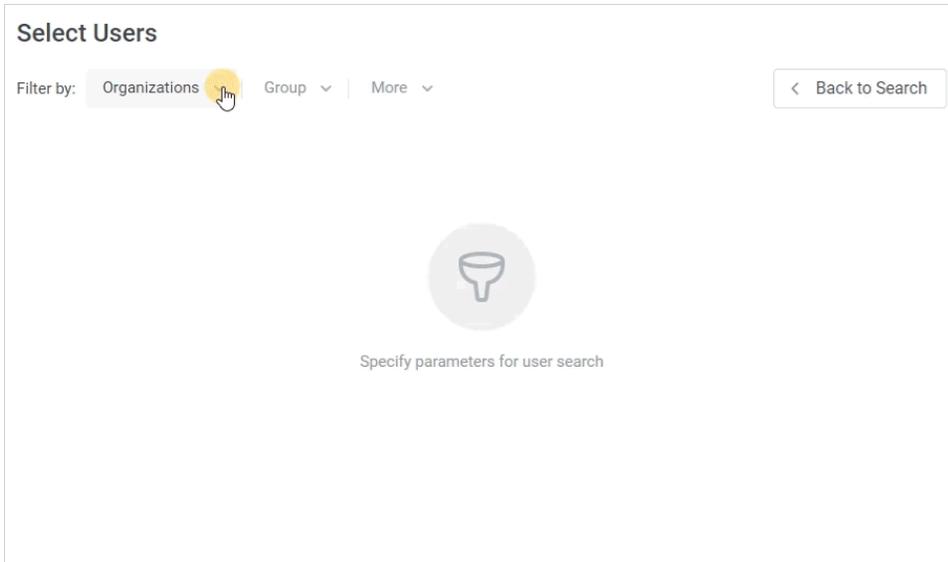


Here, the following filters are available:

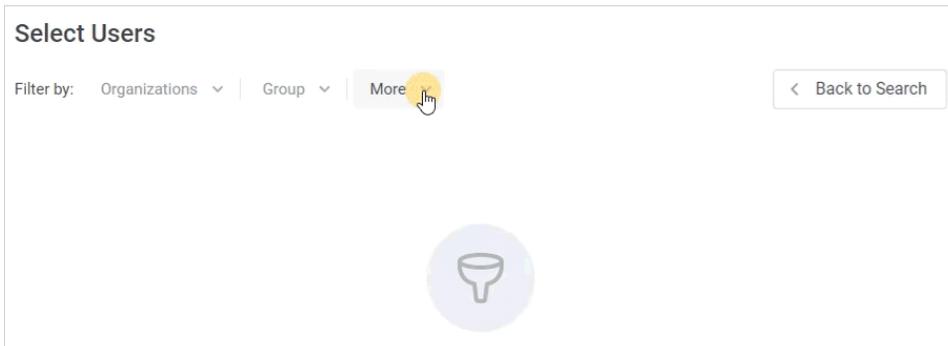
- *Organizations*
- *Group*
- *Country*
- *Email*
- *First Name*
- *Last Name*
- *Login*



Assign the learning path to users belonging to a specific organization and/or group.



Filtering by other parameters works the same way. Sort users by a specific value and assign them the materials to pass.



4. To remove a user from the list, click the cross next to their name. If you want to empty the list completely, click **Delete All**.

Users selected: 2		Organization	Delete All
	Helen Smith (helensmithspring@gmail.com)	My Company	×
	Samantha Mathis (samantha.mathis@ispring...)	My Company	×

5. The next step will appear in the window only if the course is paid.

Once you proceeded to **Purchase**, specify the date when the student made the payment and leave a comment if necessary. This option comes in useful if a learner made the payment outside the system, let's say paid you in cash.

6. As soon as the users' list is ready to go and the payment date is specified, hit the **Grant access** button.

To unenroll a user or multiple learners from the course:

1. Select a student or multiple learners in the list and click **Cancel access** in the upper menu.

<input checked="" type="checkbox"/> 2 items selected	Cancel access		
<input checked="" type="checkbox"/>	Helen Smith (helensmithspring@... My Company	09/01 - no due date	Not Started
<input checked="" type="checkbox"/>	Leigh Ann Bellamy (irina.chuman... My Company	09/01 - no due date	Not Started

2. Finally, confirm your decision to unenroll in the **Access withdrawal** window.

Access withdrawal ✕

Are you sure you want to unassign 2 users?

Unassign Cancel

Look how you can search for a specific user in the list. All that you need to know is their name, login, or email.

List of users assigned to the course Grant access to user ✕

<input type="checkbox"/> User ↓	Organization	Assigned	Status
<input type="checkbox"/> Helen Smith (helensmithspring@... My Company	My Company	09/01 - no due date	Not Started
<input type="checkbox"/> Leigh Ann Bellamy (irina.chuman... My Company	My Company	09/01 - no due date	Not Started