



CWP – Enrolling and unenrolling students

In order for a student to view your course content on CWP, the student must be enrolled in the course within the CWP system. Anyone with 'Instructor' access (access to the 'Teach' tab) can enroll students in CWP. If you are unable to enroll a student, new CWP accounts are handled by the CWP support staff (cwpaccount@lists.stanford.edu).

To enroll a student with an existing CWP account:

1. Login to your CWP course at:
<http://cwp.stanford.edu>
2. Click the 'Teach' tab
3. Click the 'Grade Book' () link under 'Instructor Tools' on the left menu
4. Click the 'Enroll Members' button
5. From the 'Enroll Members into this Course' page, enter the student's 'User name'. Their 'User name' is their SUNet ID¹.
6. Check the 'Student' checkbox.
7. Click 'Enroll'.
8. Repeat steps 5-7 for all students you wish to enroll.
9. Click 'Save' to complete enrollment for the listed students.
10. Confirm that the enrolled students are listed in the 'Grade Book' ()

curriculum web portal

Build Teach Student View

Your location: Grade Book

Grade Book

Create Column Enroll Members Import from

Grades Members View All Custom View

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User ID Alphanumeric
<input type="checkbox"/>	Aguinik	Asya	aguinik
<input type="checkbox"/>	Aillaud-Manzan	Marissa	maillaud
<input type="checkbox"/>	Airan	Raag Dar	rairan
<input type="checkbox"/>	Andermann	Tessa	tessaa
<input type="checkbox"/>	Arriago	Robert	rtarrigo
<input type="checkbox"/>	Baras	Jacqueline	jbaras
<input type="checkbox"/>	Bartos	Jason	jabartos
<input type="checkbox"/>	Basaviah	Preetha	pree

Your location: Grade Book > Enroll Members into this Course

Enroll Members into this Course

Import from User Database

User name

Assign roles


☐ Student ☐ Auditor

Enroll

Save Cancel

You should never unenroll a student from your course because students should have access to archived materials. To unenroll students who shouldn't be in the course:

To unenroll a student from a course:

1. Login to your CWP course at: <http://cwp.stanford.edu>
2. Click the 'Teach' tab
3. Click the 'Grade Book' link under 'Instructor Tools' on the left menu
4. Check the box next to the students you wish to unenroll.
5. Click the 'Unenroll' button () at the bottom.

If you have any questions, please contact us at: cwpsupport@lists.stanford.edu

¹ If the student does not have an SUNet ID, their 'User name' will be the first letter of their first name followed by their last name, no punctuation and all lower case (ex. Jean Picard would be jpicaard).