

## **CWP - Enrolling and unenrolling students**

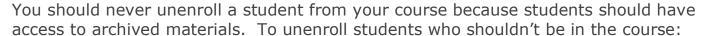
In order for a student to view your course content on CWP, the student must be enrolled in the course within the CWP system. Anyone with 'Instructor' access (access

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 ID<sup>1</sup>.
- 6. Check the 'Student' checkbox.
- 7. Click 'Enroll'.
- 8. Repeat steps 5-7 for all students you wish
- 9. Click 'Save' to complete enrollment for the listed students.
- Confirm that the enrolled students are listed in the 'Grade Book' ( ). 10.



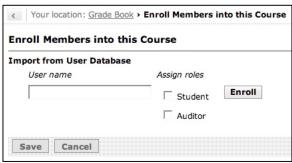


## To unenroll a student from a course:

- 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





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 jpicard).