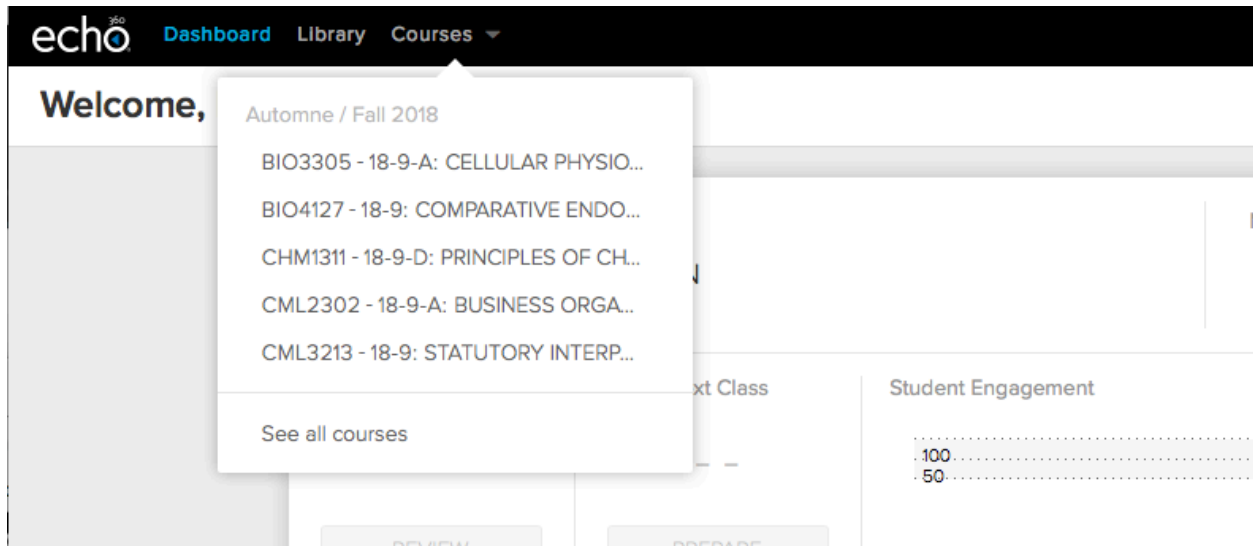


Giving / Removing Students Access to a Course

1. Go to your Course List

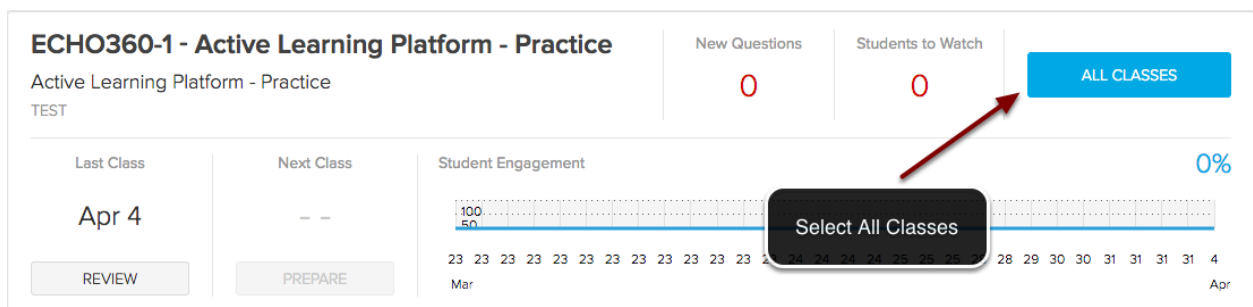


To access your course list:

1. Click on the **Courses** link at the top of the screen.
2. Select **See all courses** from the menu that appears.

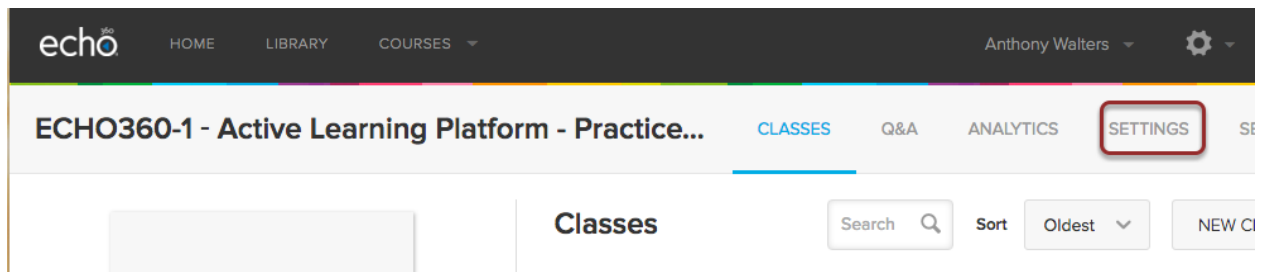
2. Select a Course From your course list

3. Enter the Course



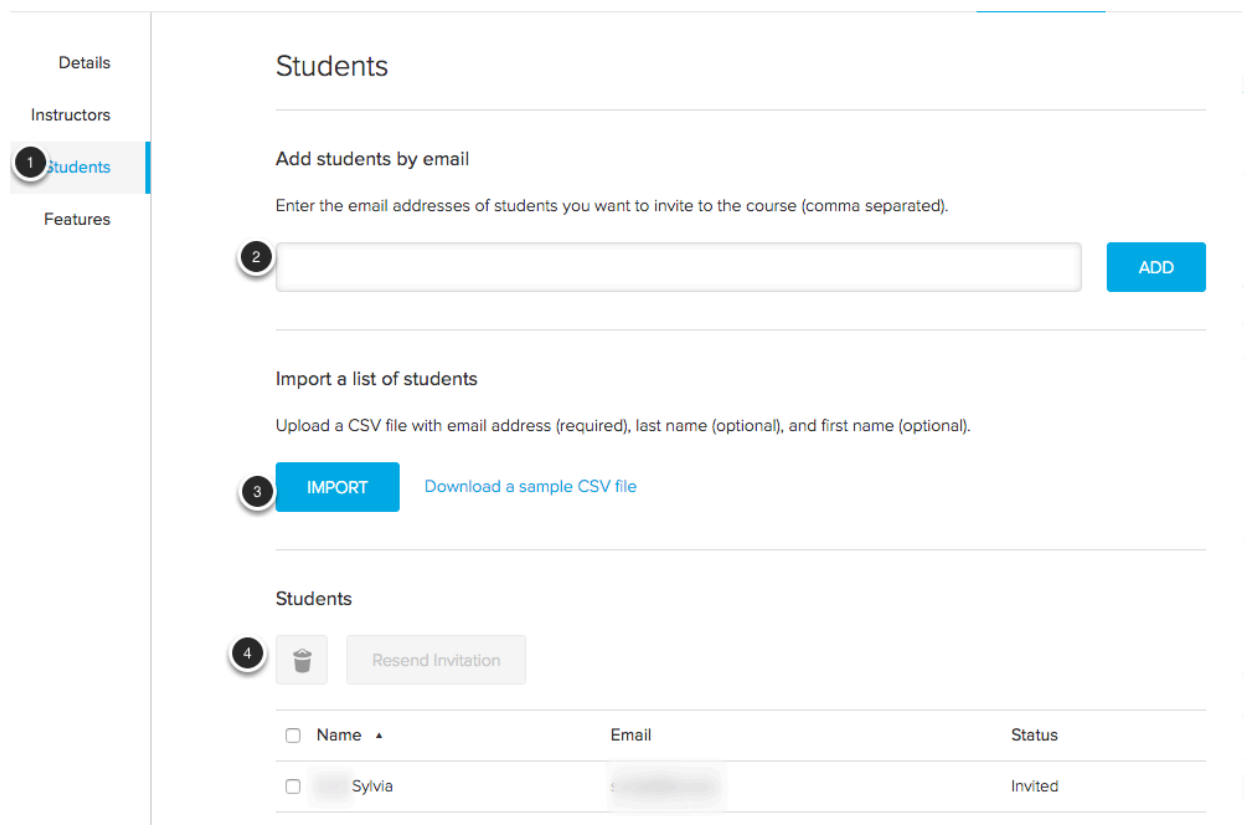
To access a course, click on the **All Classes** button for the course you wish to access.

4. Go to course Settings



To access the settings for the current course, click the **Settings** link.

5. Adding and Removing Students



5.1. To add or remove students from the course, click on **Students** on the left.

- 5.2. To add a student, type their email address in the space provided, and then click the **Add** button.
- 5.3. Alternatively, you can add students using a .csv (comma separated values) file, upload a .csv file and click the **Import** button. Format the CSV file with header columns in the following order: Email Address, Last Name, First Name.
- 5.4. To remove students, check the checkbox next to the student you wish to remove, and then click on the trashcan button to delete the student.
- 5.5. **To resend an invite to a student** whose status is Not yet joined, click a checkmark in the box for one or more students, then **click Resend** invitation.

If the invited student is not a registered user, they will receive an email invitation to complete Echo360 registration. If the student already exists as an Echo360 user, they will receive an email regarding their addition to your course.