# **Add an Instructor, TA, or Grader to My Course**

**PLEASE NOTE:** The people you add to your D2L Brightspace course must have completed [FERPA certification](https://www.purdue.edu/registrar/FERPA/certification.html).

* **Login** to D2L Brightspace, **click** **Tools** from the black navigation bar, and **select** **Enrollment Manager** from the drop-down.



* **Check** the **Select academic courses by campus, term, or year** box and **apply** **filters** as needed. Then **click** **Populate Courses**.



* **Select** the **course(s)** you would like to add instructors, TAs, graders, etc. to. Then **click** **Populate Enrollments**.



* **Enter** the **username** of the individual you would like to enroll. **Click** the **Course** drop-down and **select** the **course** you would like to enroll them in. **Click** the **Role** drop-down and **select** the **role** you would like to grant this individual.



**PLEASE NOTE:** If the FERPA status appears as *Yes*, you can proceed with the enrollment process. If the FERPA status appears as *No*, you will be unable to enroll the individual until they complete FERPA certification [here](https://www.purdue.edu/registrar/FERPA/certification.html).

* **Click** **Add Row** if you would like to enroll additional individuals.



* **Click** **Save Changes** when finished.



**PLEASE NOTE:** You can return to this tool at any time to remove previously added individuals. After locating the course and individual, **check** the **Delete** box to the right of their name and **click Save Changes**.

