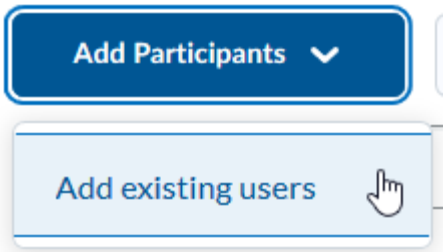
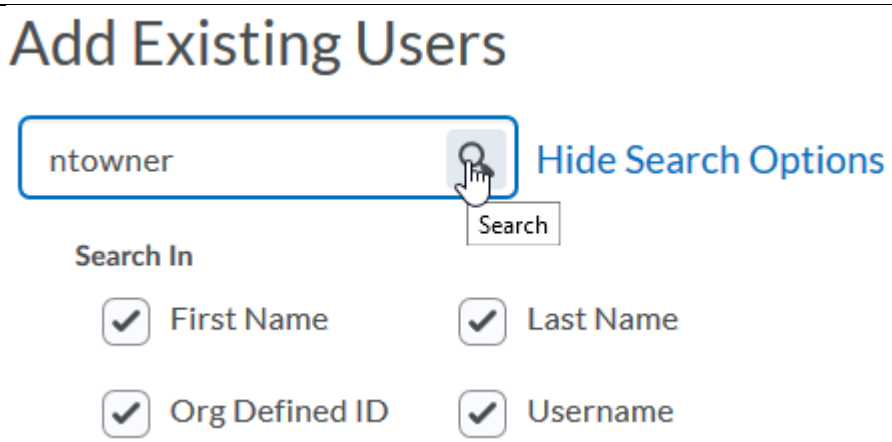
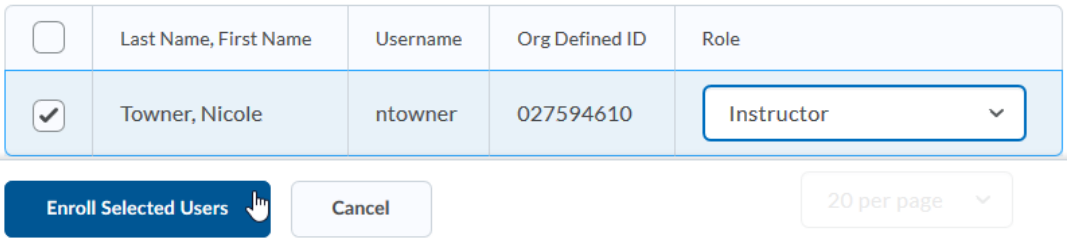
How to enroll somebody into a course in Brightspace

1.	Go into the course where you would like to add somebody.	
2.		Go to Classlist (Also available from the Admin Tools)
3.		Add an existing user
4.		It works well to search for the login/username of somebody since that is unique
5.		Select the person you want (make sure it really is the person you want), give it the appropriate role and hit Enroll Selected Users. Done.

Note: There is a "Bulk Enrollment Manager". However, this tool is not available to us (faculty/staff), it is only available to Brightspace administrators (tlt@purdue.edu):

https://community.brightspace.com/s/article/Bulk-User-Management-Tool

https://documentation.brightspace.com/EN/le/user_management/admin/create_a_file_for_bulk_user_management.htm

To save time and enroll multiple people at once in a course in Brightspace, we shall email tlt@purdue.edu and attach the "spreadsheet with username (generally the first part of their email) , PUID, and name of the course".