

CARMEN INFORMATION

Most instructors use Carmen, an online tool for students to view course materials, submit assignments, and check announcements. **After you receive instructor permission, provide them *this* completed form and ask to be added to their Carmen classlist.**

Ohio State Username (last name.#) _____

Course Name _____ (C in the registration guide)

Class Number _____ (D in the registration guide)

FOR INSTRUCTORS

Thank you for welcoming our Program 60 student into your class. Their name will not appear on your roster, or your Carmen classlist, since our system is separate from the university's student information system (SIS). Please take the following steps to add this student to your Carmen class list:

1. Select "Classlist" from the drop down menu under "People" on the toolbar.
2. Select "Add Participant" then "Add existing users" from the drop down menu.
3. Enter the student's username (lastname.#) in the textbox beside "Search for:" and select the magnifying glass icon to search.
4. Choose "Guest" or "Student" from the "Select a role" drop down menu. (note: student status required to access quizzes and to submit assignments).
5. Select the appropriate class section from the "Select a section" drop down menu.
6. Select the student you want to add to your classlist and select "Enroll Selected Users."

For Assistance: Contact the Help Desk at 688-HELP (4357) or the Office of Distance Education and eLearning at 614-292-8860.

If you prefer, you may also send an email to program60@osu.edu requesting the student be added to your course and we can complete the process for you. Please be sure to indicate whether the student is to be added as a "guest" or "student", your course name and class number.