1. To manage the students enrolled within a course, click on **Students** from the top menu bar.

2. Click **Enrolled** to view a list of students that are currently enrolled.

3. To see a list of pending students, those that are on your roster but have not enrolled within the course, click **Pending**.
4. Information will display, such as time, when the last message was sent, as well as how many invites have been sent out.

5. To email all pending students, click **Email all** from the left hand panel.

6. To invite students, click **Invite Students**.