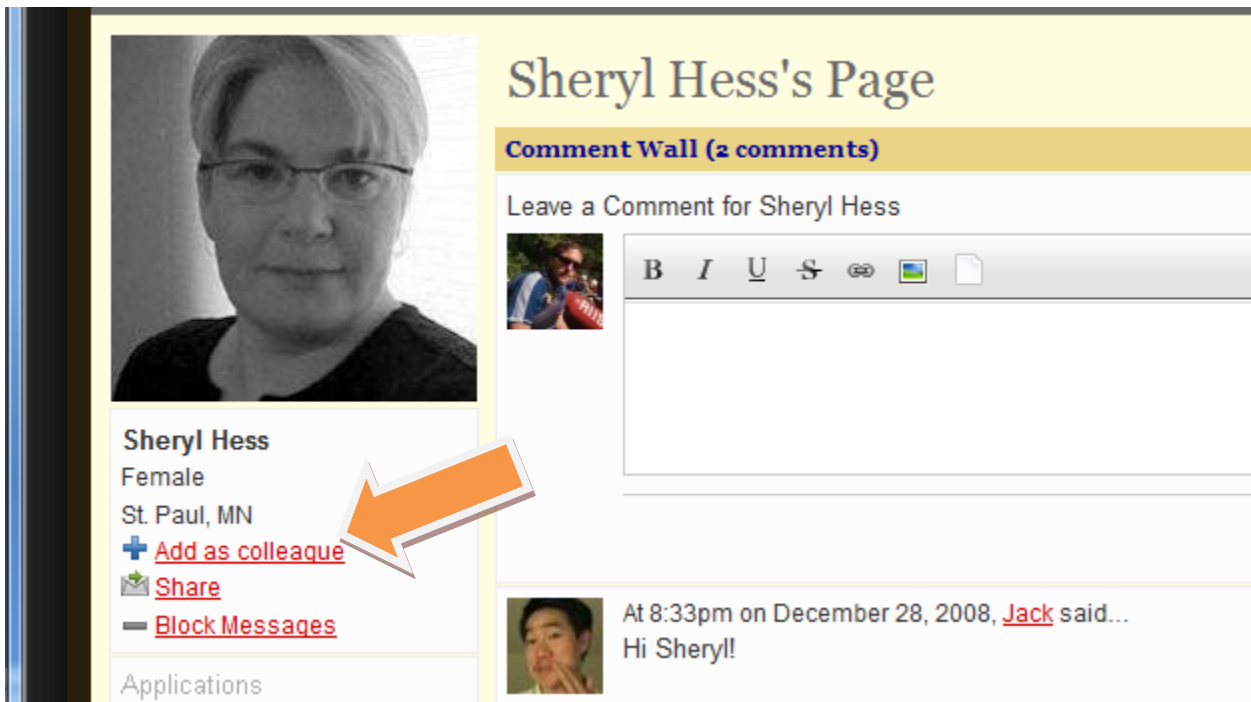
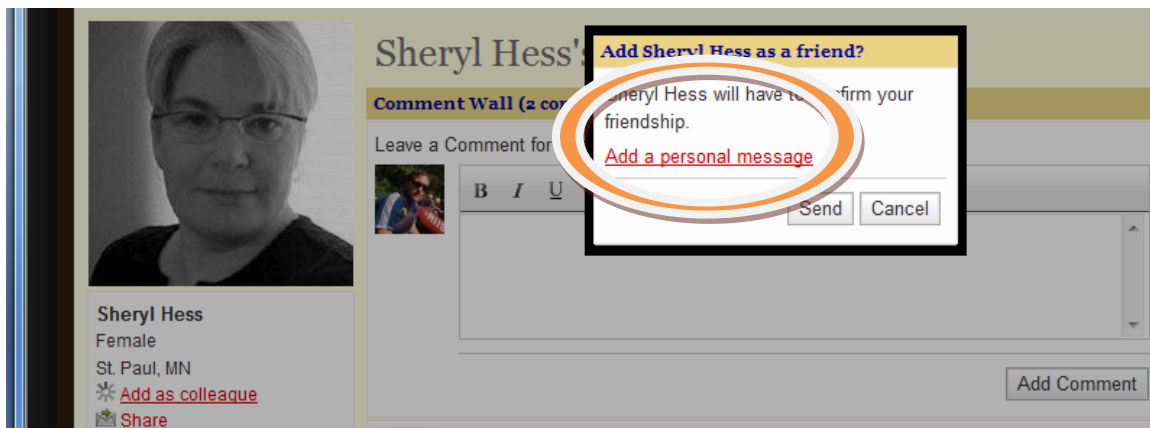


1. Click on "Members" in the menu bar at the top of the page.
2. In the "Search Members" box in the middle of the page, type in one of your classmates' names.
3. Click "Search Members" button to find that member.
4. Click on their name when it appears in the search list.



5. Choose "Add as Colleague" from the list of functions below their name.



6. Click on "Add a Personal Message".
7. Type in a short note introducing yourself to your colleague.
8. Click "Send" when you are finished.
9. Repeat these steps for each colleague in the course.
10. Navigate back to your page and confirm any friend requests.
11. NOTE: Make sure to include your instructor in your friend requests.