

How to add users by role


Or how do I enroll a bunch of people in my course at once?

Perhaps you have several sections of the same course or you are team teaching a course with several other instructors. This new tool will let you build a queue of all the users that you want to enroll, lets you designate their role and then actually enroll them all at once.

1. Click on Add Users by Role

SANDBO

Content Areas	
Course Information	Assignments
Course Documents	External Links


Course Tools	
Announcements	Digital Dropbox
Course Calendar	Glossary Manager
Staff Information	Messages
Tasks	Course Objectives
Send Email	Add Users by Role 
Discussion Board	List All Users
Collaboration	

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

2. Choose the role that you would like to enroll the batch of users as; Student, Instructor, Grader, etc (note: be sure to choose 'Student' here or you will enroll all of your students with a higher role.)

Use this tool to add one or more users to this Course, giving them all the role you want from the list below

1 Course Role

Role 

2 Select Users

Choose the user(s) to enroll
Separate multiple entries using commas, e.g. *user1,user2,user3*
If you don't know a person's username, you can search for them using the 'Browse...' button

* **Username**

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

3. Click Browse (note: if you know the user ID of all of the users you can just type them in with commas separating them.)


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Submit 

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* Required Field

4. On the next page choose what identifier you would like to search by (like 'Last Name' or 'First Name') and if you want an exact match or something a little more flexible. (note: Choosing 'Starts with' or 'Contains' in the 'Search for' section can potentially return more results)

Use this form to create a list of possible users

1 Search

* Search by: First Name
 Last Name
 Username
 Student ID
 Batch UID
 Email

* Search for: Exact Match

2 Submit

Press **Next** to see a list of matching users, press **Cancel** to return to the previous page

* Required Field

5. Put a check mark next to the users that you would like to enroll in your course

You searched for users matching this query:
- **Last Name** Contains **'smith'**

The query will automatically search for exact

87 users were found who matched

Select the appropriate users from this list by

	First Name	Last Name
<input type="checkbox"/>	Michael	Smith
<input type="checkbox"/>	Stanley	Smith
<input checked="" type="checkbox"/>	William	Smith
<input type="checkbox"/>	Allison	Smith

6. Hit the 'Submit' button at the bottom right-hand side of the page

7. This will populate the text field with the user's user ID. If you would like to add more users, just click the browse button again and their user IDs will be added with a comma separating them.

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8. When finished hit submit and all of the users will be added with the role that you have specified.