



Adding a user/member to your course or group

Stonehill College Information Technology
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1. Go to **Manage > Roster > add a User.**

Management Console

EdK Page

Course Management

Gradebook

Roster

Roster Editor

Add a User Batch Enroll Export Print Roster Synchronization

Roster Search

There are currently 6 enrolled users.

	Name	Login Name	Rights
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	<input type="checkbox"/> Fride, Karen	kfride	Student
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	<input type="checkbox"/> Gionani, Anne	agionani	Student
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	<input type="checkbox"/> Hill, Sanda	shill	Course Ed
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	<input type="checkbox"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	<input type="checkbox"/>

2. Enter the last name into the **Account Search** field and then click **Search**.
Select the name from the list.

Add a User

To enroll an existing user, search for the user by entering the user's account does not already exist for the user, click the "Create New"

Account Search

Results of search for "ingraham"

The following accounts match the information you specified. If the user.

1. Ingraham, Dinah (dingraham)
E-mail: dingraham@angelo.edu

3. On the next screen, choose the rights and title for that user from the drop-down list. The default for both **Rights** and **Title** is **Student**. In this case, we want the user to be another faculty member within the course, so the **Rights** and **Title** have been changed to reflect that.
 - a. If set to **Yes**, **Hidden** will hide the username from students and it will not appear within Course Mail, Course Roster, or other sections in which students can see member names.
 - b. If set to **Yes**, the **Disabled** setting would keep the user on the roster, but the user would not be able to access the course.
 - c. The **Permissions** tab allows for some of the rights for the user to be revised so that the user would not have all of the default rights of a course editor. For example, the user might have all of the usual course editing rights except the ability to access the Gradebook.
 - d. Click **Save** to finish.

The screenshot shows the 'Enrollment Settings' dialog box with the 'User Settings' tab selected. The 'Permissions' tab is also visible and highlighted with a red circle 'c'. The 'User Settings' section includes the following fields:

- Login Name:** kfride
- Rights:** Student (dropdown menu)
- Title:** Student (dropdown menu) with an 'Other' button to the right.
- Hidden:** No (dropdown menu) with a red circle 'a' next to it.
- Disabled:** No (dropdown menu) with a red circle 'b' next to it. The dropdown menu is open, showing 'No' and 'Yes' options.
- Notify user of account change:** An unchecked checkbox.

At the bottom of the dialog, there are 'Save' and 'Cancel' buttons, with a red circle 'd' next to the 'Save' button.