

BRIGHTSPACE CLASSLIST – ADD INDIVIDUALS TO YOUR COURSE



Teaching and Learning Support Service (TLSS), uOttawa

CONTEXT

Students are automatically added to Brightspace courses that appear in the official University course timetable. However, you will need to manually enroll TA's, course builders and/or other professors who will be co-teaching with you. You will also need to manually enroll students if you have requested a custom course space.

To **enroll individuals** in a course:

1. In the Navigation bar, click on **Classlist**.
2. Then, click on **Add Participants** and select **Add existing users**.
3. In the search box, type in the individual's name. **Note:** If their name contains any accents, you may need to enter them, but this depends on how Human Resources entered the name into the system.
4. Click on the magnifying glass to complete the search.
5. In the results list, place a check mark beside the individual's name. **Important:** If you are adding a teaching assistant or another professor to the course, be sure to select their **UOT** profile, as an individual can have multiple profiles. The **UOT** profile is their employee profile and should be the one that is used. Your TA may not be aware that they have an employee profile, so make sure to let them know. If your TA has difficulty accessing Brightspace using their employee credentials, they should contact IT at 613-562-5800 ext. 6555.
6. After checking off the box next to the person's name, use the **Select a Role** drop-down to assign a role to the individual.
7. Scroll up to indicate if you would like the individual to receive an email notification that they have been added to the course by checking off the box next to **Send Enrolment email**.
8. Then, click on **Enroll Selected Users** and finally click on **Done**.