

CLASSLIST TOOL – ADD USERS TO A CUSTOM COURSE



Teaching and Learning Support Service (TLSS), uOttawa

CONTEXT

Unlike official courses where enrollment of participants (e.g. students) is automatically handled by the system, enrolments in a non-course space need to be managed by the requestor (i.e. manually enrolled). This guide details how to:

1. Add individual participants to a custom course space.
2. Add participants to a custom course space in bulk.

METHOD 1. ADD INDIVIDUAL PARTICIPANTS TO A CUSTOM COURSE SPACE

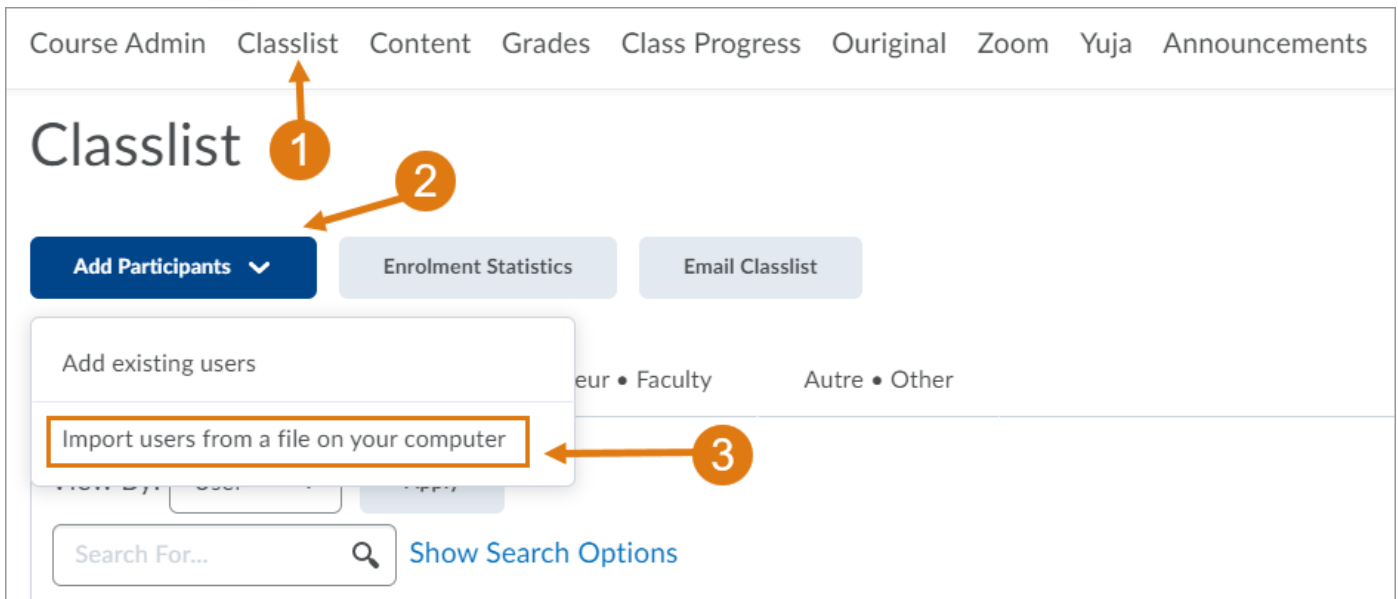
1. In the Navigation bar for the course that you wish to add participants to, click on “**Classlist**”.
2. Then, click on “**Add Participants**” and select “**Add existing users**”.
3. In the search box, type in the individual’s name. **Note:** If their name contains any accents, you may need to enter 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:

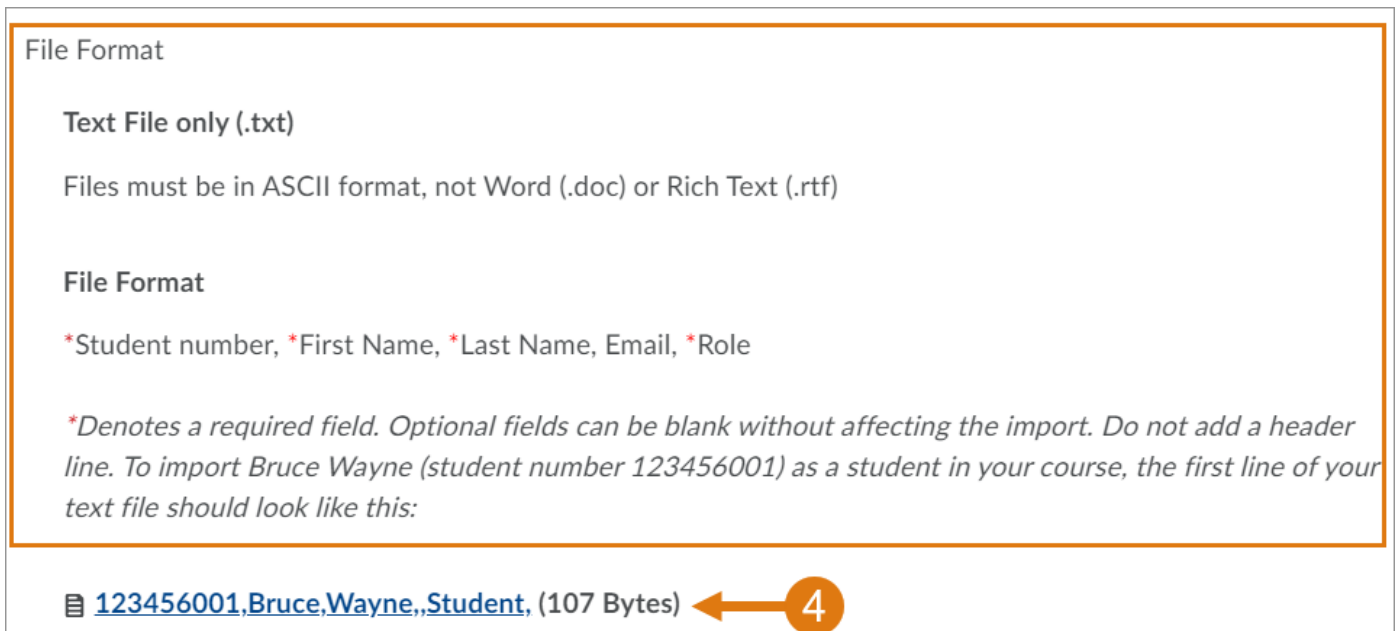
- An individual may have multiple profiles at the University of Ottawa (e.g. student profile, employee profile). The ID number associated with a student profile contains only numbers, while the ID number for an employee profile generally contains the term **UOT** followed by numbers. When searching for a user in Brightspace, the ID number displays under the column entitled “Student Number” column for all users.
 - If you are adding a student to your course, be sure to use that person's student profile to add them.
 - If you are adding a teaching assistant (TA) or another professor to the course, be sure to use their employee profile (**UOT**) to add them.
 - If you are unable to locate the employee's profile to add them to the course and it has been more than a week since they signed their contract, we recommend that you do not add them to the course and ask that they contact the TLSS (saea-tlss@uottawa.ca) for assistance.
 - Your TA may not be aware that they have an employee profile, so we recommend that you make sure that they are aware of this fact. If your TA has difficulty accessing Brightspace using their employee credentials, they should contact Information Technology at 613-562-5800 ext. 6555, or visit this [page](#) on the IT website to see how best to proceed.
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. Consult our "Brightspace Role Chart" resource to learn more about the various roles.
 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 Enrollment email**”.
 8. Then, click on “**Enroll Selected Users**” and finally click on “**Done**”.

METHOD II. ADD PARTICIPANTS TO A CUSTOM COURSE IN BULK

1. In the navigation bar of the course that you wish to add participants to, click on “**Classlist**”.
2. Next, click on “**Add Participants**”.
3. Select “**Import users from a file on your computer**”.



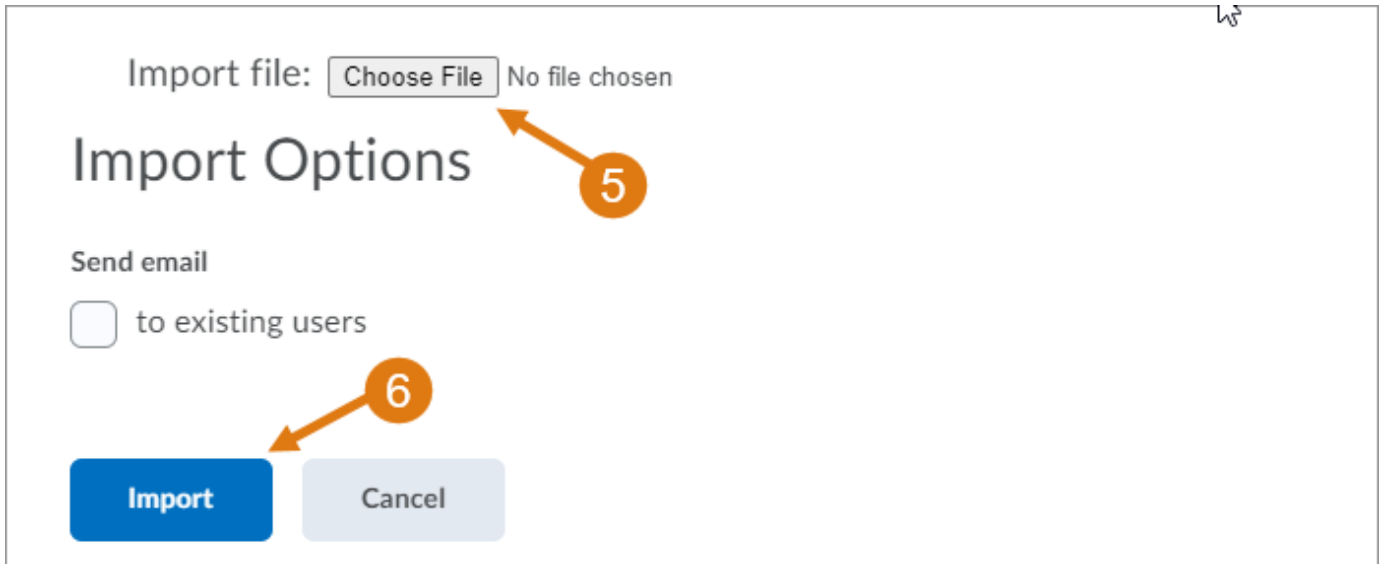
4. Consult the instructions regarding formatting your csv. or txt. file. You can also click on the downloadable file to view an example.



Important:

- An individual may have multiple profiles at the University of Ottawa (e.g. student profile, employee profile). The ID number associated with a student profile contains only numbers, while the ID number for an employee profile generally contains the term **UOT** followed by numbers.
- If you are adding a student to your course, be sure to use that person's student profile to add them.
- If you are adding a teaching assistant (TA) or another professor to the course, be sure to use their employee profile (**UOT**) to add them.

- If you are unable to locate the employee's profile to add them to the course and it has been more than a week since they signed their contract, we recommend that you do not add them to the course and ask that they contact the TLSS (saea-tlss@uottawa.ca) for assistance.
 - Your TA may not be aware that they have an employee profile. Accordingly, we recommend that you advise them of this fact. If your TA has difficulty accessing Brightspace using their employee credentials, they should contact Information Technology at 613-562-5800 ext. 6555, or visit this [page](#) on the IT website to see how best to proceed.
5. Once your file is ready to upload, click on “**Choose file**” and locate the file on your computer.
 6. Next, click on “**Import**”. Participants should then be added to the course.



Important: There are instances where a student profile may exist in the system, but it may be inactive. If you try to add an inactive student to your course, they will be added on the back-end, but they will not appear in the **Classlist** until their profile is activated. If the system indicates that a participant cannot be added/located, try following [Method I](#) to locate the participant individually using their name. Contact the TLSS (saea-tlss@uottawa.ca) if you encounter either of these issues or any issue with importing participants.