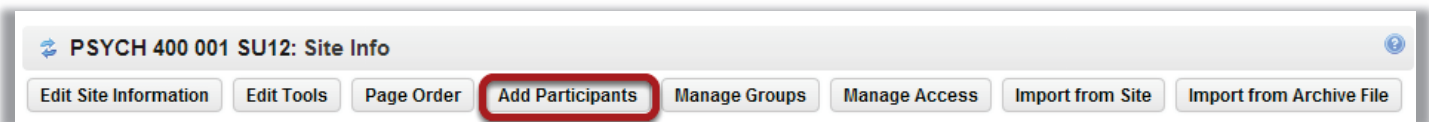


How do I add users to my course or project?

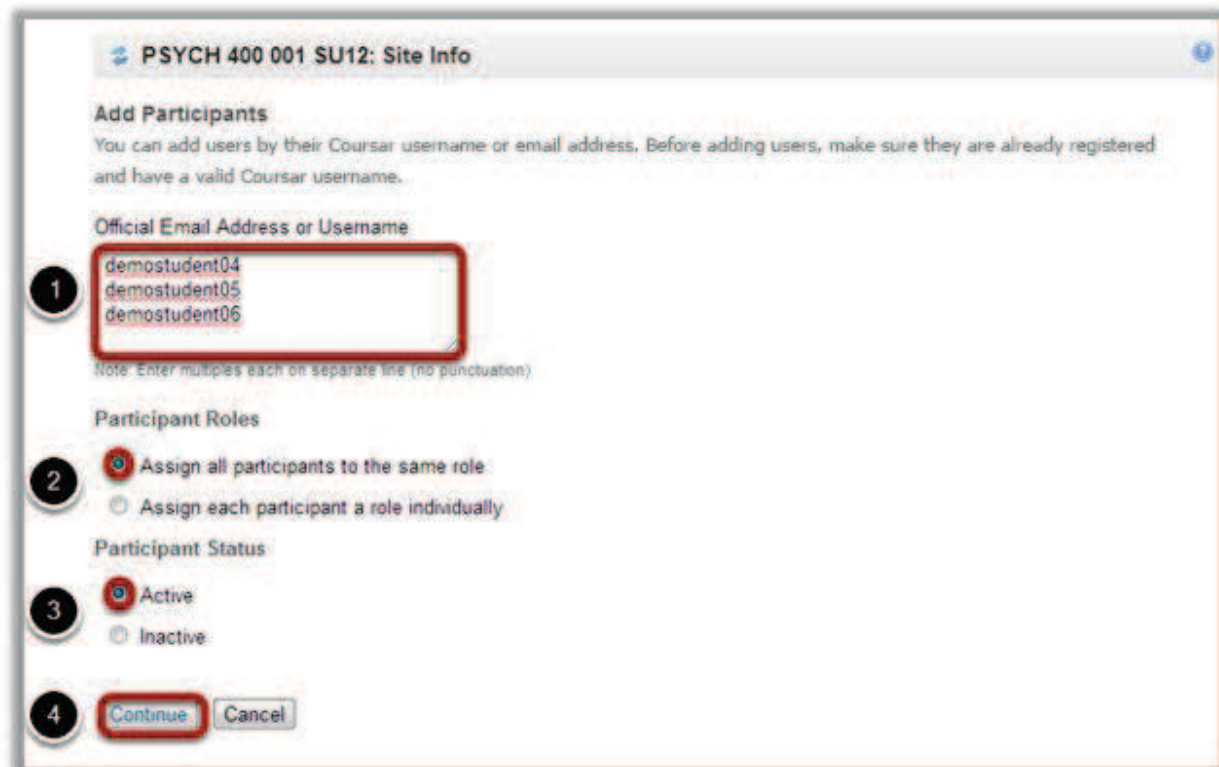
Go to Site Info.

Select the **Site Info** tool from the Tool Menu of your site.

Click Add Participants.



Add participant information.


 A screenshot of the 'Add Participants' form. The form title is 'PSYCH 400 001 SU12: Site Info'. Below the title is the heading 'Add Participants' and a note: 'You can add users by their Courstar username or email address. Before adding users, make sure they are already registered and have a valid Courstar username.' The form has three main sections:

- Official Email Address or Username:** A text input field containing three lines of text: 'demostudent04', 'demostudent05', and 'demostudent06'. A red box highlights this field, with a circled '1' next to it.
- Participant Roles:** Two radio button options: 'Assign all participants to the same role' (selected) and 'Assign each participant a role individually'. A circled '2' is next to the first option.
- Participant Status:** Two radio button options: 'Active' (selected) and 'Inactive'. A circled '3' is next to the 'Active' option.

 At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red box, and a circled '4' is next to it. A note below the input field says 'Note: Enter multiples each on separate line (no punctuation)'.

1. Type each participant's username or email address, one per line.
2. Under "Participant Roles", choose whether to give all your newly added participants the same role or different roles (i.e. student, instructor, TA, etc.).

3. Under "Participant Status", choose whether to let your newly added participants use the site right away by selecting **Active**, or keep them from accessing the site for now by selecting **Inactive**.
4. Click **Continue**.

Choose participant role.

PSYCH 400 001 SU12: Site Info
?

Choose a Role for Participants

Roles

Instructor Can read, revise, delete and add both content and participants to a site.

Student Can read content, and add content to a site where appropriate.

Teaching Assistant Can read, add, and revise most content in their sections.

Participants

demostudent04(Student 4, Demo)

demostudent05(Student 5, Demo)

demostudent06(Student 6, Demo)

professor(Demo, Longsight)

Continue
Back
Cancel

For the default option of **Assign all participants the same role**, select the radio button for the desired role and then click **Continue**.

Select individual participant roles.

PSYCH 400 001 SU12: Site Info

Choose a Role for Participants

Instructor Can read, revise, delete and add both content and participants to a site.
 Student Can read content, and add content to a site where appropriate.
 Teaching Assistant Can read, add, and revise most content in their sections.

Username	Role
demostudent04(Student 4, Demo)	Student
demostudent05(Student 5, Demo)	Student
demostudent06(Student 6, Demo)	Student
assistant(Assistant, Teaching)	Teaching Assistant

Continue Back Cancel

If you chose to **Assign each participant a role individually**, use the drop-down menus to the right of the participants names to select each participant's role, and then click **Continue**.

Choose to send or not send a notification email.

PSYCH 400 001 SU12: Site Info

Add participant(s) to PSYCH 400 001 SU12
 An email can be automatically sent to the added users notifying them of the site's availability.

Send Now - send an email now to users notifying them that the site is available
 Don't Send - do not send an email notifying new participants about the site's availability

Continue Back Cancel

You may choose the **Send Now** option to send a notification email to participants if desired. The default setting is **Don't send**.

Click the **Continue** button.

Confirm addition of participants.

⌕ PSYCH 400 001 SU12: Site Info ⓘ

Confirming Add Participant(s) to PSYCH 400 001 SU12

The following will be added to your site when you click the Finish button below.

They will not be sent an email notifying them of the site's availability.

Name	Id	Role	Status
Student 4, Demo	demostudent04	Student	Active
Student 5, Demo	demostudent05	Student	Active
Student 6, Demo	demostudent06	Student	Active
Assistant, Teaching	assistant	Teaching Assistant	Active

Finish
Back
Cancel

Review the list of site participants and their roles to confirm that they will be added to your site.

If the information is correct, click the **Finish** button.