

TIP OF THE WEEK

How to Add Students to Your Brightspace Course

1. Click on **Classlist**

2. Click on **Add Participants**

and select **Add existing users**

Student

The screenshot shows the Brightspace navigation bar with 'Classlist' highlighted. Below it, the 'Classlist' page has 'Add Participants' selected, and a dropdown menu is open with 'Add existing users' chosen. A red arrow points to the 'Student' role in the dropdown.

3. Type student name and press enter

Search Options

Search In

- First Name
- Last Name
- Org Defined ID
- Username

The screenshot shows the 'Add Existing Users' form with 'Enrollment Options' and 'Add Existing Users' sections. A red arrow points to the search input field. The 'Search In' section has four checked options: First Name, Last Name, Org Defined ID, and Username.

1. Click **Classlist** on the navigation bar
2. Click **Add Participant** > select **Add existing users**

4. Under search results, check selected student, assign role and section from dropdown menus

	Last Name, First Name	Username	Org Defined ID	Role	Section
<input checked="" type="checkbox"/>	Gonzalez, Danny	DGonzalez50		-- Select a Role --	-- Select a Section --
<input type="checkbox"/>	Gonzalez, Maria	MGonzalez87		-- Select a Role --	-- Select a Section --
<input type="checkbox"/>	Gonzalez, Anthony	abgonzalez		-- Select a Role --	-- Select a Section --

The screenshot shows a table with 8 search results. The first row is highlighted, and a red box is drawn around the checkbox, the role dropdown, and the section dropdown. Red arrows point to these elements.

3. Type in student name and press enter
4. Check student; assign role & section
5. Click **Enroll Selected Users**