

# Adding users to a course



## How to add students and staff to an online course

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Users may be entered manually, copied and pasted from an existing group or linked from an existing group.

Many groups may be created within one course. For example, a Year 9 Geography course may be created and a number of groups (representing classes) may be added to that course to provide 1 course that several classes will access.

#### Create groups

1. From the course homepage, click the student group  button from the toolbar.
2. Click **new** from the toolbar, select  **Group of Users**, and click **next**.
3. Enter a name for the group, e.g. Class 9A and click **done**.
4. Repeat for the other groups required.


#### Add users manually

1. Click either the teacher group  or student group  button from the toolbar and click into the relevant sub group to add the user(s) into.
2. Click **new** from the toolbar, select  **Group Membership**, and click **next**.
3. Enter the **FULL** username of the user and click **done**.

#### Add users by copying and pasting

1. From your homepage choose the **VIEW** drop down menu and select **Folder Listing**.
2. From the path or breadcrumb trail across the top of the window, click onto the **portal name**:

Files **ourschool** accounts / staff / adamsd / web


3. Click **into** the  groups folder to open it.
4. Click **into** the group to copy the users from, i.e. the staff or pupil group
5. Select (tick to left) the users to copy and click the **copy** button from the toolbar
6. Go back to the course by clicking the **GOTO** menu and choose **My Courses**
7. Open the course and from the course homepage open the required group, and click **paste** from the toolbar

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### Create a link to the school groups

1. Access the school groups as explained above and display the required group
2. Right mouse click the group you wish to link to and select **copy shortcut**
3. Go into the course and click into the required group
4. **To create the link** - select **new** from the toolbar, choose **LINK** , click **next**, enter a name for the link, click **next** and then **paste** (control + v) the copied url, click **done**.