

How to Add Participants to a Course or Project Site

Revised 02/05/15

This guide will show you how to add participants to a project or course site.

Adding Participants to a Project or Course Site

1. To add participants, go to the Site Editor tool, and click Add Participants at the top of the screen. The Add Participants screen will appear.

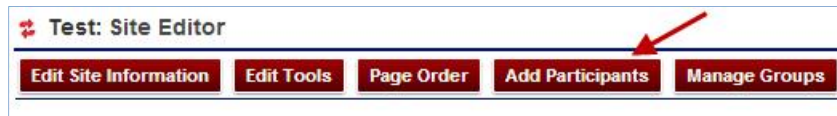


Figure 1. Add Participants button

2. In the top box, enter either the Jag number or university-affiliated email of participants you wish to enroll in the project site.
3. Under Participant Roles you can assign all participants the same role or different roles. Click Continue.

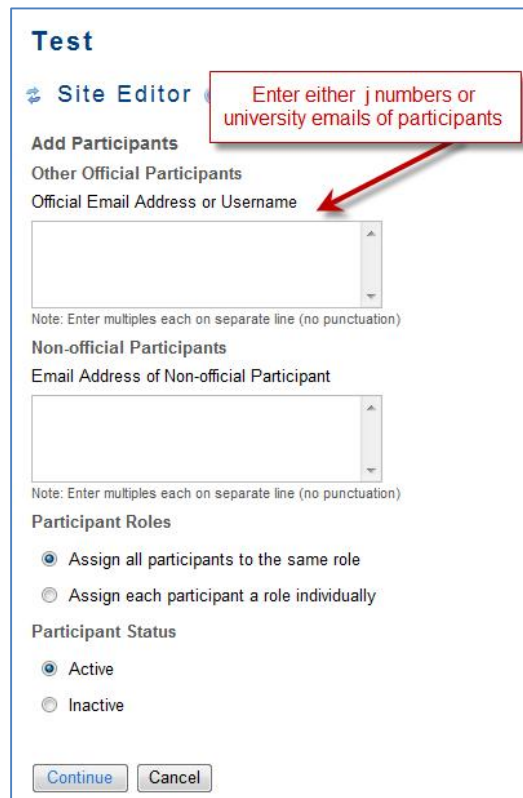
A screenshot of the 'Test Site Editor Add Participants' screen. The page title is 'Test Site Editor'. Below it is the 'Add Participants' section. There are two input fields: 'Other Official Participants' with the label 'Official Email Address or Username' and 'Non-official Participants' with the label 'Email Address of Non-official Participant'. A red callout box with the text 'Enter either j numbers or university emails of participants' points to the first input field. Below each input field is a note: 'Note: Enter multiples each on separate line (no punctuation)'. There are two radio button options for 'Participant Roles': 'Assign all participants to the same role' (selected) and 'Assign each participant a role individually'. There are two radio button options for 'Participant Status': 'Active' (selected) and 'Inactive'. At the bottom are 'Continue' and 'Cancel' buttons.

Figure 2. Add Participants screen

- Here, you will assign a role for the participants. Directly across from the participant's name, select the role from the choices in the dropdown box. You can choose guest, organizer, or participant roles in a project site. The organizer role is similar to the instructor role and the participant role is similar to the student role. Click Continue when you are finished.

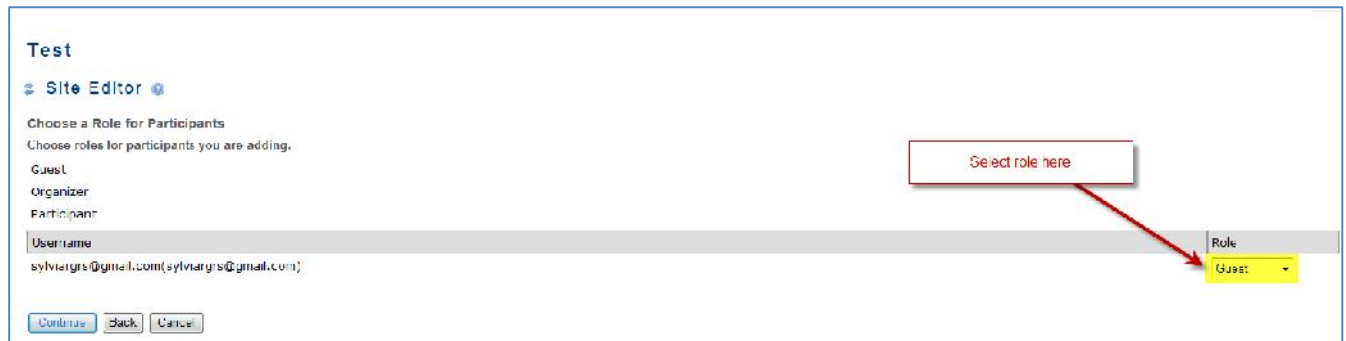


Figure 3. Choose a Role for Participants screen

- Select whether or not the participants will get an email that the site is available.

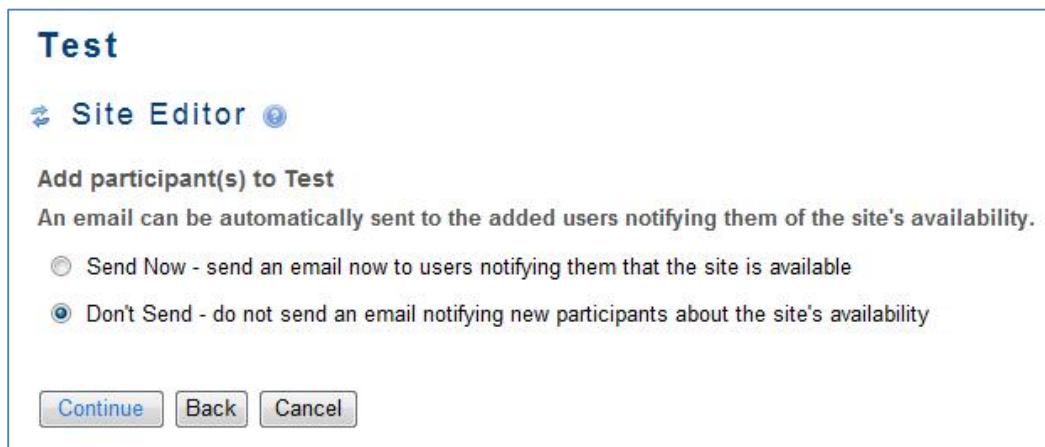


Figure 4. Add participant(s) screen

- Click Continue. You will be directed back to the Site Editor screen.

*For further assistance, contact the Innovation in Learning Center at (251)461-1888 or visit <http://usailc.org>.