


Participants: Importing into a committee or workgroup course

Courses where students enroll through the Registrar's Office are automatically populated with students, since AsULearn is connected to Banner. With a **committee or workgroup site** on AsULearn-Projects you may have a large number of participants to be added manually.

 Note that you may only enroll **existing AppState users** with this process. You will only be able to search/add users who have "@appstate.edu" accounts in good standing.


Option 1: Manually Add Individual Users


If you have a committee or workgroup AsULearn site on the AsULearn-Projects server, you can manually add participants by following the process outlined on the [Participants: Add to Course](#) support page. It is possible to search for select multiple users and assign them the same role:

Enrollment options

Select users

x  **Emory Maiden** maidenev3@appstate.edu

x  **Tom Van Gilder** vangildertm@appstate.edu

x  **Mary McKee** mckeemb@appstate.edu

Search



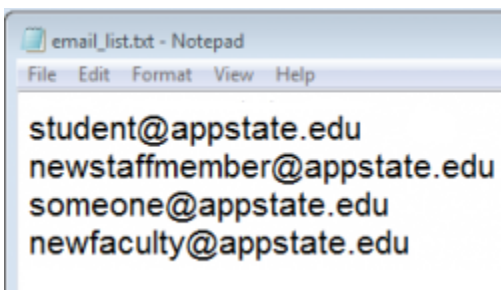
Assign role

Student

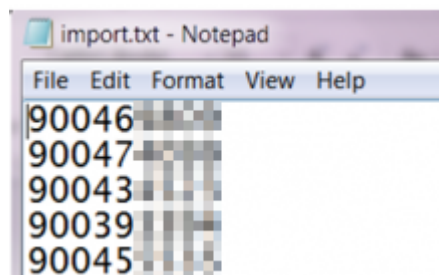


Option 2: Import Users with List of Email Addresses OR Banner IDs

1. If you need to enroll a large number of users, it may be faster to create a plain text file of **email addresses** or **Banner ID numbers**. NotePad is a great tool for creating text files in Windows, and TextWrangler or TextEdit is good for Macs. The list should not have any headers and only include the **email addresses** or **Banner ID numbers** in a single column, one per line. Pick whichever is easier for you to obtain.



OR





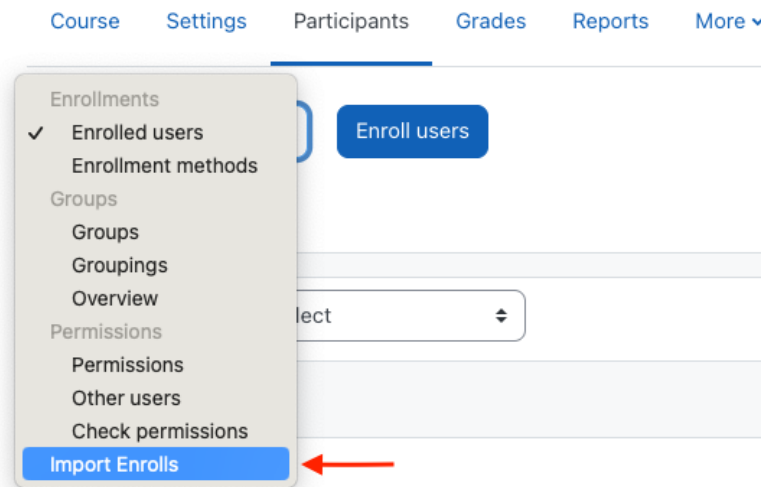
If the list includes users that will have **different roles** in AsULearn, either separate the lists or you will need to change the roles for some users after you import. That's easy to do on the Participants page.

- Go to your course homepage in AsULearn or AsULearn Projects where you wish to import the users, and click **Participants** at the top of the page:

AsULearn Sample Course

Course Settings **Participants** Grades Reports More ▾

- Using the pull-down menu at the top left, select the Import Enrolls option:



- For **User Field**, select **Email address** or **ID Number** (Banner ID), depending on the user list you created above. Under **Enrollment Options**, select the **Role** to be applied for all (or most) of the users in your import list. Drag your import file to the **Import file** window (.txt or .csv are accepted) or click the **Choose a file...** button to select and upload the file.

Import CSV Enrollment File

▼ User Identity

User field:

▼ Enrollment Options

Role:


▼ Group Options

Assign to groups:

Use group:

Create groups:

▼ Import File



You can drag and drop files here to add them.

Accepted file types:
Comma-separated values .csv
Text file .txt

- After the import file uploads, click the **Import** button at the bottom of the screen or click **Cancel** to abandon your import. Participants will be imported into the course with the role you selected.

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