How Do I Add Students To A Course In uLearn?

- Log into ulearn
- Select the Teach Tab

Georgia State University

Build | Teach | Student View

Figure 1

- Select Grade Book

Course Management Tools | Grade Book | Group Manager

Figure 2

- Select Add Members (at the bottom of the page)

Send Mail | Export to Spreadsheet | E:

Add Members | Import from Spreadsheet

Figure 3

- Enter the person's username (everything before the @sign in their GSU e-mail address)
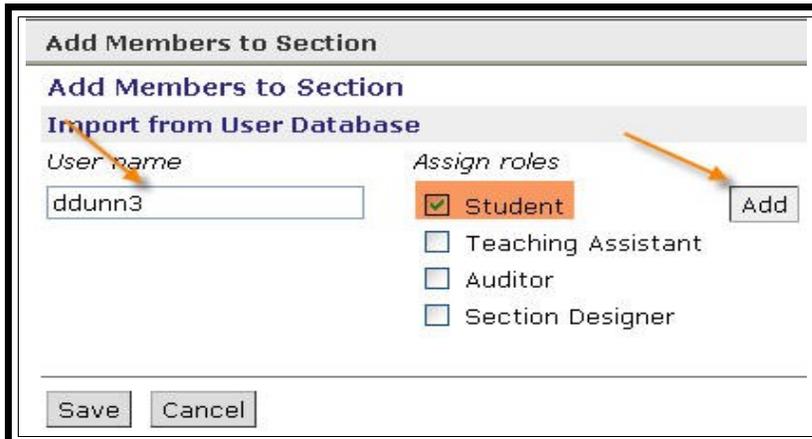- Assign a role
- Select Add

Add Members to Section

Add Members to Section

Import from User Database

User name
ddunn3

Assign roles
☑ Student   [Add]
☐ Teaching Assistant
☐ Auditor
☐ Section Designer

[Save] [Cancel]

Figure 4

- Continue to add more members (if you need to add more than one)

- Select Save

Figure 5

A confirmation page pops up

Figure 6

- Select Ok

The person now appears in the Grade Book

Figure 7