

How Do I Add Students To A Course In uLearn?

- Log into ulearn
- Select the Teach Tab



Figure 1

- Select Grade Book



Figure 2

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



Figure 3

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

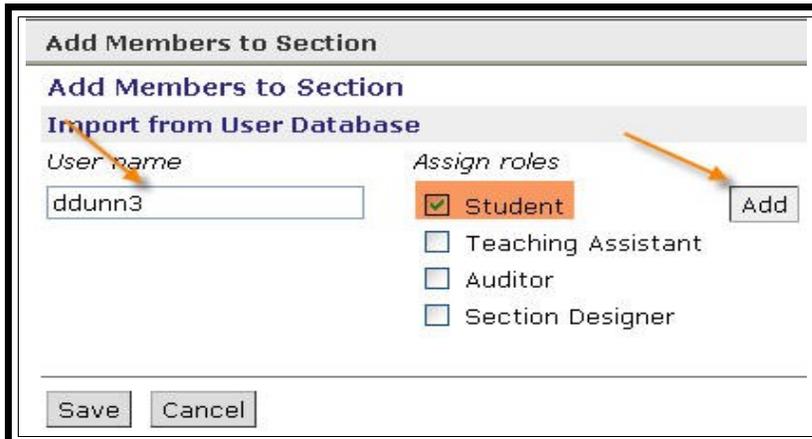
A screenshot of the 'Add Members to Section' dialog box. The title bar reads 'Add Members to Section'. Below the title, there is a section for 'Import from User Database'. It contains a 'User name' field with the text 'ddunn3' and an 'Assign roles' section with three radio button options: 'Student' (checked), 'Teaching Assistant', and 'Auditor'. There is also a 'Section Designer' option. An 'Add' button is located to the right of the 'Assign roles' section. At the bottom of the dialog are 'Save' and 'Cancel' buttons. An orange arrow points to the 'Add' button.

Figure 4

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

- Select Save

Add Members to Section

Add Members to Section

Import from User Database

User name: Assign roles:

Student Teaching Assistant
 Auditor Section Designer

Members Added

Last Name	First Name	User name	Roles
<input type="checkbox"/> Dunn	Decetra	ddunn3	Student
<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>		

Figure 5

A confirmation page pops up

Add Member Confirmation

Add Member Confirmation

The following members were added:
 Decetra Dunn (Student)

Figure 6

- Select Ok

The person now appears in the Grade Book

Grade Book

Grades | Members | View All | Custom View | SCORM Grades

Find Members | Show All Members | Reorder Columns

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User Id Alphanumeric	Role Alphanumeric
<input type="checkbox"/>	Arshad	Shawn	sarshad1	Student
<input type="checkbox"/>	Gonzalez	Tania	tgonzalez2	Student
<input type="checkbox"/>	Help Desk	GSU	help@gsu.edu	Section Instruct
<input type="checkbox"/>	Kale	Kenneth	kkale1	Student
<input type="checkbox"/>	Student 534468	Demo	webct_demo_53	Student
<input type="checkbox"/>	Dunn	Decetra	ddunn3	Student

Figure 7