

2.1.1 Adding colleagues to your 2018-19 learning room, one at a time

Navigate to your 2018-19 learning room and click on the **More** drop-down link in the navigation bar, and select Classlist.

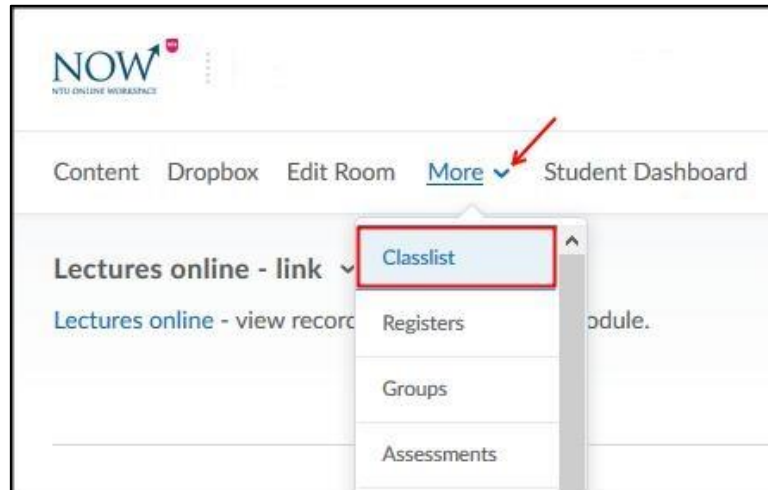


Figure 1 – Classlist link via 'More' drop-down

1. Click on **Add Participants** at the top of the Classlist screen, and select **Add an Existing user**.

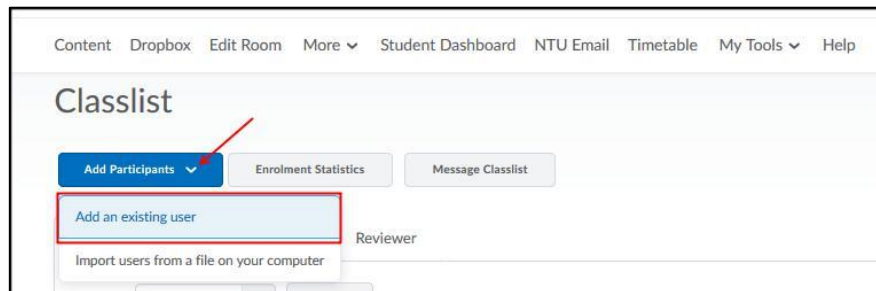


Figure 2 - The Add Participants link in the Classlist menu

2. Search for the person you wish to add, by typing their name, or part of their name, in the **Search For** box.
3. Click on **Search**.

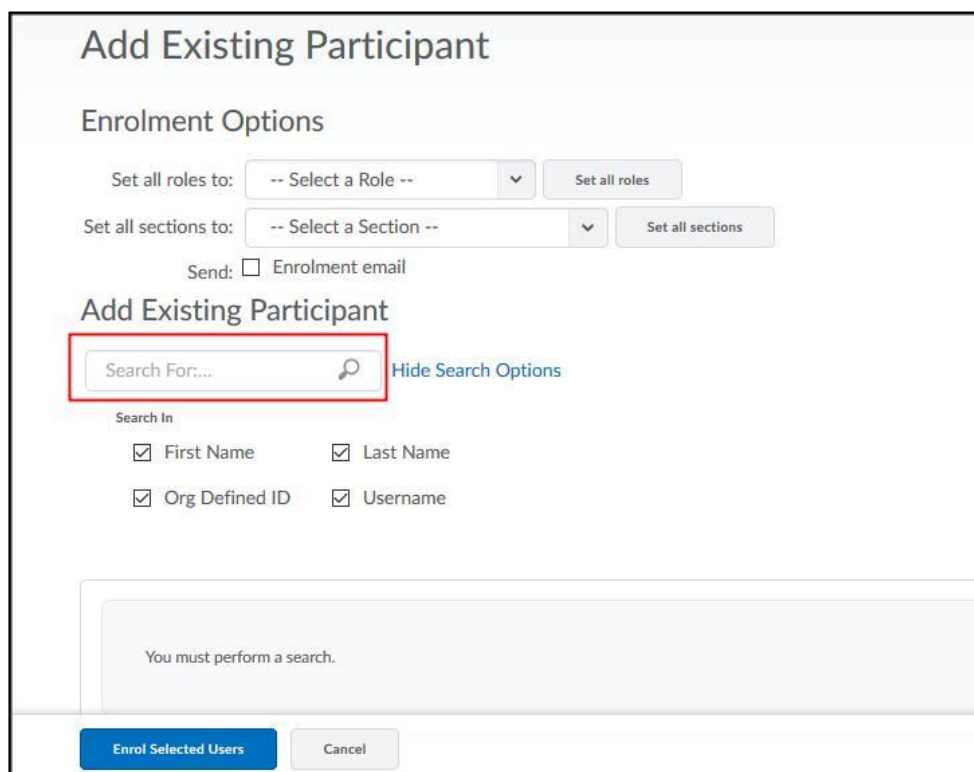
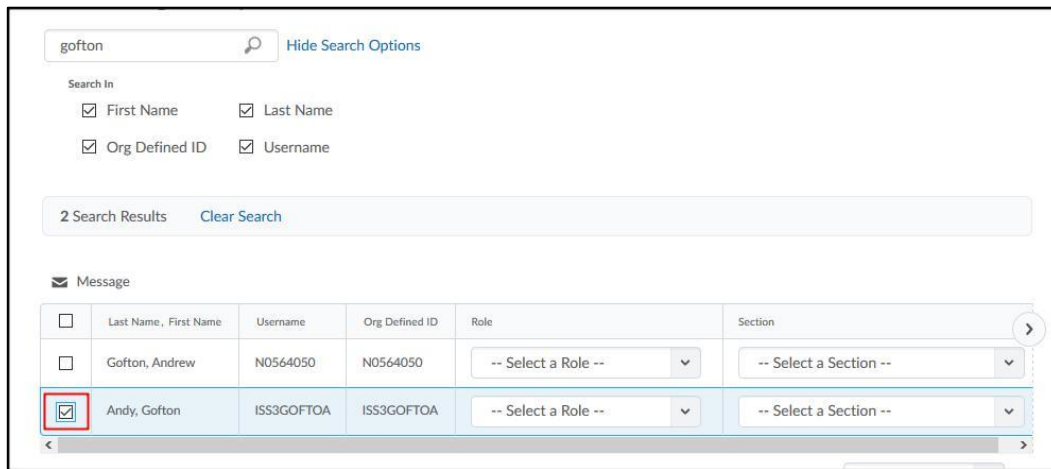


Figure 5 - The search box area in Add Existing Participant menu

4. The search results appear in a list. Tick the box next to the person you wish to add.



The screenshot shows a search interface with a search bar containing 'gofton' and a magnifying glass icon. Below the search bar are search filters: 'Search in' with checkboxes for 'First Name', 'Last Name', 'Org Defined ID', and 'Username', all of which are checked. Below the filters is a search results bar showing '2 Search Results' and a 'Clear Search' button. Below the search results bar is a 'Message' icon and a table with the following columns: 'Last Name, First Name', 'Username', 'Org Defined ID', 'Role', and 'Section'. The table contains two rows: one for 'Gofton, Andrew' and one for 'Andy, Gofton'. The checkbox in the first column of the 'Andy, Gofton' row is checked and highlighted with a red box. The 'Role' and 'Section' columns for both rows contain dropdown menus with the text '-- Select a Role --' and '-- Select a Section --' respectively.

Figure 3 - Ticked checkbox next to staff member's name

5. In the **Role** column, select from the dropdown menu the role they require in the learning room. To see further details on the roles see section 2.2.6 of this guide.



The screenshot shows the same search results interface as Figure 3, but with the dropdown menu for the 'Role' column of the 'Andy, Gofton' row open. The dropdown menu is highlighted with a red box and contains the following options: '-- Select a Role --', '-- Select a Role --', 'Author (NTU)', 'D2L-Testing', 'Contrib (NTU)', 'Reviewer (NTU)', and 'SCH Reviewer NTU'. The 'Author (NTU)' option is highlighted in blue. Below the table are two buttons: 'Enrol Selected Users' and 'Cancel'. A '20 per page' dropdown menu is also visible on the right side of the table.

Figure 4 – Selecting a role for a member of staff

6. In the **Section** column, choose the relevant section in the drop-down menu.

| <input type="checkbox"/> | Last Name , First Name | Username | Org Defined ID | Role | Section |
|-------------------------------------|------------------------|------------|----------------|--------------|---|
| <input checked="" type="checkbox"/> | Gofton, Andrew | [Redacted] | [Redacted] | Author (NTU) | <div style="border: 1px solid red; padding: 2px;"> -- Select a Section -- -- Select a Section -- BSD3ANDRED_Demo </div> |

Figure 5 - Sections: Select the first in the list

7. Click on the **Enrol Selected Users** button.
8. Confirmation of the enrolment appears. Click on **Done** or **Add More Participants**.

Confirmation of Enrolment

1 users have been enrolled successfully:

| Last Name ▲ , First Name | Username | Org Defined ID | Role | Section |
|--------------------------|------------|----------------|--------------|-----------------|
| Gofton, Andrew | [Redacted] | [Redacted] | Author (NTU) | BSD3ANDRED_Demo |

20 per page ▼

Figure 6 - Message confirming you have added a colleague to the learning room