Enrolling Users in HuskyCT Sites

Students and instructors are enrolled automatically in HuskyCT sites associated with courses listed in PeopleSoft (Student Admin System). Others can be enrolled manually using the steps covered below.

1. Go To "Users and Groups"

Under **Course Management** select **Users and Groups**

NOTE: Only those with the "Instructor" role in a HuskyCT site have the ability to enroll other users.

COURSE MANAGEMENT

▼ **Control Panel**
▶ Content Collection (File Manager)
▶ Course Tools
▶ Evaluation
▶ Grade Center
  Users and Groups
▶ Customization

2. Select "Users"

Under **Users and Groups** select **Users**

▼ **Users and Groups**
  Groups
  Users

3. Find Users To Enroll

At the top of the page, click on **Find Users to Enroll**

Users

Find Users to Enroll

4. Enter NetID

Type the **NetID** into the **Username** field

1. **Enroll Users**

   ✱ Username   [   ] Browse...

   Role   [Student ▼]

   Enrollment Availability   ◉ Yes ◯ No

NOTE: If you do not have the NetID you can use the browse button to search for the student. **HOWEVER**, the **Username field** must be **EMPTY** when you click on **Browse**.

5. Choose Role & Click Submit

Select the **Role** for of the user being enrolled

Click **Submit**

Role Options

Instructor: This role is automatically assigned to individuals designated in PeopleSoft as the instructor of record, but it can also be manually assigned to a user on a HuskyCT site if additional members with the HuskyCT Instructor role are needed. It includes the ability to perform all "Build" and "Teach" tasks. Those with Instructor role cannot un-enroll other Instructors.

Student : This role is automatically assigned to individuals registered for the class in PeopleSoft. Persons in this role can view and interact with whatever has been built into the site and made available. Individuals with Uconn NetIDs can also be manually added to a HuskyCT site in the Student role.

Teaching Assistant : This role includes both "Build" and "Teach" tasks and is essentially the same as the Instructor role with some limitations such not being able to enroll or un-enroll users.

Course Builder: This role includes "Build" capabilities but no access to the Grade Center.

Grader : This role will be automatically assigned to individuals entered into PeopleSoft as a Teaching Assistant for a course. This role provides access to the Grade Center but does not include "Build" capabilities. It can also be manually assigned to a user enrolled in a HuskyCT site.