

Use Enrollment Manager in Brightspace

The Enrollment manager allows instructors to add new users, modify their roles, and delete existing users in their courses. As the instructor, you can currently add or modify users with five roles, including **Grader**, **Teaching Assistant**, **Course Builder**, **Instructor**, and **SI Tutor**.

NOTE

- The people you add to your Brightspace course must have completed [FERPA certification](#).
- Students in the Learner role cannot be enrolled nor deleted.
- A student enrolled through Banner should NOT have a role change in the course.

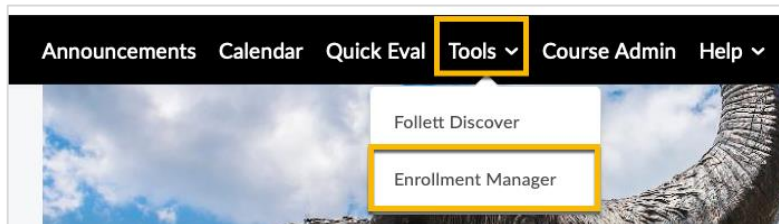
Objectives

By following this guide, you will be able to:

- Part 1: Add new users to your course
- Part 2: Change an existing user's role
- Part 3: Delete an existing user from your course

Part 1: Add New Users to Your Course

1. Go to <https://purdue.brightspace.com>.
2. Click your campus name and login with your account.
3. On the **campus landing page**, click **Tools**.
4. Click **Enrollment Manager**.



5. Check **Select academic courses by campus, term, or year** to filter your search.

A screenshot of the 'Enrollment Manager' interface. The title is 'Enrollment Manager' and the subtitle is 'Enrollment Manager allows quick enrollment for users'. Below this, there is a section for 'Your Username' with the value 'fw.jjax'. Underneath is the 'Find Courses' section. A checkbox labeled 'Select academic courses by campus, term, or year' is checked and highlighted with a yellow box. Below the checkbox are three dropdown menus: 'All Campuses', 'Spring', and 'All Years'. At the bottom of the section is a blue button labeled 'Populate Courses' with a refresh icon, also highlighted with a yellow box.

- Click the **Populate Courses** button. [Note: For non-credit courses, click **Populate Courses** without choosing any Semester or Year. All courses met your course searching criteria will display in the list.]
- Click the course(s) you want to make change to.

Select courses (Ctrl-click to select multiple)

Available Courses for Spring All Years at All Campuses

Spring 2020 EDU 20002-02 Using Cmpters In Educ LEC
 Spring 2021 EDU 20002-01 Using Cmpters In Educ LEC

Populate Enrollments

- Click the **Populate Enrollments** button.
- Scroll down to see the **Modify/Delete Roles** list.
- Under the **Add Role(s)** section, type the **username** of the user to add. [Note: For PFW users, the user name will begin with **fw.**]
- Choose the **course** from the list and the **Role** for the user.

Update enrollments
Specify career account user name(s) and role(s) of users to modify

Modify/Delete Role(s)

| Username | Full Name | Course | Role | Delete? |
|----------|--------------|----------------------------------------------------|----------------------|---------------------------------|
| fw,jiax | Jia, Xiaokai | Spring 2021 EDU 20002-01 Using Cmpters In Educ LEC | Instructor (current) | <input type="checkbox"/> Delete |

Add Role(s) **+ Add Row**

| Username | Full Name | FERPA? | Course | Role | Action |
|----------|------------|--------|----------------------------------------------------|--------------------|--------|
| hj Jung | Heidi Jung | Yes | Spring 2021 EDU 20002-01 Using Cmpters In Educ LEC | Teaching Assistant | |

Save Changes **Cancel**

- Click **Save Changes**.
- Scroll down to check the action result at the bottom of the page. [Note: If the username was entered incorrectly, the **Role Update Result** will show as **No changes processed.**]

Save Changes **Cancel**

Role Update Results

| Username | Full Name | Course | Role | Action | Success? |
|----------|------------|----------------------------------------------------|--------------------|--------|------------|
| hj Jung | Heidi Jung | Spring 2021 EDU 20002-01 Using Cmpters In Educ LEC | Teaching Assistant | Add | Yes |

Part 2: Change an Existing User's Role

1. Follow steps 1 to 8 in Part 1 above to populate enrollments in your course(s).
 - If you just made changes, you can click the **Populate Enrollments** button to see the updated list of users and their roles.
2. Select the appropriate role in the list.

Update enrollments
Specify career account user name(s) and role(s) of users to modify

Modify/Delete Role(s)

| Username | Full Name | Course | Role | Delete? |
|----------|--------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| fw.jiax | Jia, Xiaokai | Spring 2021 EDU 20002-01 Using Cmptrs In Educ LEC | <div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none">GraderTeaching Assistant (current)<input checked="" type="checkbox"/> Course BuilderInstructorSI Tutor</div> | <input type="checkbox"/> Delete |
| hljung | Jung, Heidi | Spring 2021 EDU 20002-01 Using Cmptrs In Educ LEC | | <input type="checkbox"/> Delete |

Add Role(s)

| Username | Full Name | FERPA? | Course | Role | Action |
|----------------------|----------------------|--------------------------|--------------------|------------------|--------|
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | (Select Course...) | (Select Role...) | |

3. Click **Save Changes** and review the action results at the bottom.
4. [Optional] Click the **Populate Enrollments** to see the updated list of users and their roles.

Part 3: Delete an Existing User from Your Course

1. Follow steps 1 to 8 in Part 1 above to populate enrollments in your course(s).
 - If you just made some changes, you can click the **Populate Enrollments** button to see the updated list of users and their roles.
2. Check the box next to **Delete**.

| Username | Full Name | Course | Role | Delete? |
|----------|--------------|---------------------------------------------------|------------------------------|--------------------------------------------|
| fw.jiax | Jia, Xiaokai | Spring 2021 EDU 20002-01 Using Cmptrs In Educ LEC | Instructor (current) | <input type="checkbox"/> Delete |
| hljung | Jung, Heidi | Spring 2021 EDU 20002-01 Using Cmptrs In Educ LEC | Teaching Assistant (current) | <input checked="" type="checkbox"/> Delete |

3. Click **Save Changes** and review the action results at the bottom.
4. [Optional] Click the **Populate Enrollments** to see the updated list of users and their roles.