

Control Panel: User Management Goucher College

User Management Students are added to the course automatically by the system prior to the beginning of the semester. User Management is useful to add or remove students, or modify their status if needed.

The **User Management** area is located on the right side of the screen in the Control Panel.

ED_677_001_06SP: Special Projects - adriana val (Instructor)

<p>External Links PowerPoints</p> <p>Discussion Board Collaboration Digital Dropbox Glossary Manager Voice Announcements</p> <p>Course Copy</p>	<div style="border: 2px solid red; padding: 5px;"> <p>User Management</p> <p>List / Modify Users Remove Users from Course</p> <p>Enroll User Manage Groups</p> </div> <p>Assessment</p> <p>Test Manager Gradebook</p> <p>Survey Manager Gradebook Views</p> <p>Pool Manager Performance Dashboard</p> <p>Course Statistics</p> <p>Help</p> <p>Support Contact System Administrator</p> <p>Manual Quick Tutorials</p>
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Search for Users

Click on **List / Modify Users**

User Management

[List / Modify Users](#) [Remove Users from Course](#)

[Enroll User](#) [Manage Groups](#)

The **List / Modify Users** page opens.

This page lists only the users enrolled in the course.

By default, the page opens with the **Search** tab, and the default search option is by **Last Name**.

List / Modify Users

SEARCH STARTS WITH ADVANCED LIST ALL ←

→

Search by:
 Last Name Username Email

Clicking on **Search** without typing a name will show all participants in the course, listed by last name.

List / Modify Users

SEARCH STARTS WITH ADVANCED LIST ALL

~~SEARCH~~

Search by: Last Name Username Email

2 users located.
Displaying records 1-2.

Name	Username	Email	Role	<input type="button" value="Properties"/>
Smith, Frank		noemail@goucher.edu	Student	<input type="button" value="Properties"/>
val, adriana		adriana_val@goucher.edu	Instructor	<input type="button" value="Properties"/>

Type the last name of the participant and click on **Search**

*Note: **OK** will take you back to the **Control Panel**.*

List / Modify Users

The screenshot shows the 'List / Modify Users' interface. At the top, there are four tabs: 'SEARCH', 'STARTS WITH', 'ADVANCED', and 'LIST ALL'. The 'SEARCH' tab is selected and circled in red. Below the tabs is a search input field containing the text 'Smith'. To the right of the input field is a 'Search' button. Below the input field, there are three radio buttons for 'Search by': 'Last Name' (which is selected and circled in red), 'Username', and 'Email'. A red arrow points to the 'Search' button.

OK

The user name appears. This view details the username, email and role.

Note: For security reasons the student's username has been erased.

List / Modify Users

The screenshot shows the 'List / Modify Users' interface with search results. The search input field contains 'Smith' and the 'Search' button is visible. Below the search bar, there are three radio buttons for 'Search by': 'Last Name' (selected), 'Username', and 'Email'. Below this, the text '1 users located.' is displayed, followed by 'Displaying records 1-1.' A table with four columns: 'Name', 'Username', 'Email', and 'Role' is shown. The first row contains 'Smith, Frank', 'noemail@goucher.edu', and 'Student'. A red circle highlights 'Smith, Frank' and a red arrow points to 'Student'. To the right of the table is a 'Properties' button.

1 users located.

Displaying records 1-1.

Name	Username	Email	Role
Smith, Frank		noemail@goucher.edu	Student

Properties

OK

Instructors may also type the Username or Email and click on **Search**.

List / Modify Users

The screenshot shows the 'List / Modify Users' interface. The search input field contains 'adriana.val@goucher.edu'. Below the input field, there are three radio buttons for 'Search by': 'Last Name', 'Username', and 'Email' (which is selected). Red arrows point to the 'Username' and 'Email' radio buttons. A 'Search' button is to the right of the input field.

1 users located.

Displaying records 1-1.

Name	Username	Email	Role
val, adriana		adriana.val@goucher.edu	Instructor

Properties

OK

Select the tab **Starts With**

Using the first letter and clicking on **Search** will list all participants with last names starting with the chosen letter.

Note: Instructors do not have access to passwords, only administrators.

List / Modify Users

The screenshot shows the 'List / Modify Users' interface. The 'STARTS WITH' tab is selected and circled in red. Below the tabs, there is a text input field with the instruction 'Enter the first characters of the last name.' Below this, there is a 'Starts with' label followed by a small input field containing the letter 'S'. To the right of this field is a 'Search' button. A red arrow points to the 'Starts with' input field.

1 users located.

Displaying records 1-1.

Name	Username	Email	Role
Smith, Frank		noemail@goucher.edu	Student

Password

Properties

OK

Select the tab **Advanced**

Type a letter in **Containing**, and the number of days the participant has been active. Click on **Search**.

The page will list all participants matching your criteria.

List / Modify Users

SEARCH STARTS WITH **ADVANCED** LIST ALL

Containing: s

Active within the past 10 days

Search

2 users located.
Displaying records 1-2.

Name	Username	Email	Role	Password	Properties
Abras, Chadia		cabras@goucher.edu	Instructor	(Password)	(Properties)
Smith, Frank		noemail@goucher.edu	Student	(Password)	(Properties)

OK

Select **List All** and click **Search**

This page will show all participants in the course, students and instructors.

List / Modify Users

SEARCH STARTS WITH **ADVANCED** **LIST ALL**

Note: Depending on the number of records, this function may take some time to process. Click **List All** to show the list.

List All

2 users located.
Displaying records 1-2.

Name	Username	Email	Role	Password	Properties
Smith, Frank		noemail@goucher.edu	Student	(Password)	(Properties)
val, adriana		adriana.val@goucher.edu	Instructor	(Password)	(Properties)

OK

Properties and Modify User Properties

Click on **Properties**

List / Modify Users

SEARCH STARTS WITH **ADVANCED** LIST ALL

Search

Search by: Last Name Username Email

2 users located.
Displaying records 1-2.

Name	Username	Email	Role	Properties
Smith, Frank	zappa	noemail@goucher.edu	Student	(Properties)
val, adriana	adval001	adriana.val@goucher.edu	Instructor	(Properties)

OK

The **Modify User Properties** page opens.

Instructors may change the **Role** of the student from this page. For example a graduate student may be assigned as teaching assistant or grader.

By default the changes in role affect only the course in which it was modified.

Click **Submit** if changes have been made.

Modify User Properties

1 Personal Information

* First Name
Middle Name
* Last Name
Email
Student ID

2 Account Information

* Username

3 Personal Information

Website

4 Role and Availability

Role
 Course Builder Grader Guest Instructor Student Teaching Assistant

Available (this course only)

Yes

5 Submit

* Required Field

Click **Submit** to finish. Click **Cancel** to quit.

A receipt is given with the changes made.

Click **OK**

List / Modify Users

User information updated.

Name: Frank Smith
Email: noemail@goucher.edu
Student ID: Frank
Username:
Course Role: Student
Course Role Available: Y

2006-10-23 10:28:14 AM

Click **OK** to go to **Control Panel** and exit this page.

List / Modify Users

SEARCH

Search by: Last Name Username Email

Enroll User

Enroll

This feature is used if you need to enroll a participant manually. All your participants are usually enrolled automatically in your course as soon as they register for class.

Click on **Enroll User**

User Management

[List / Modify Users](#)

[Remove Users from Course](#)

[Enroll User](#)

[Manage Groups](#)

Search:

Type last name, username or email, and click on Search.

The list of users located will be displayed. Instructors may **ADD** participants by selecting the square.

Note: Names from this page have been erased to protect the privacy of the students.

Enroll User

SEARCH STARTS WITH LIST ALL

Lopez Search

Search by: Last Name Username Email

3 users located.

Displaying records 1-3.

Add	Name	Username	Email	Role
<input type="checkbox"/>				None
<input type="checkbox"/>				None
<input type="checkbox"/>				None

Cancel Submit

Start with will show all students who match the search category. Instructors will have to view several pages of students' lists.

SPECIAL PROJECTS > CONTROL PANEL > ENROLL USER

Enroll User

SEARCH STARTS WITH LIST ALL

Enter the first characters of the last name.

Starts with S Search

838 users located.

Displaying records 1-25.

List All will display all students within the system. It may take a while to display.

SPECIAL PROJECTS > CONTROL PANEL > ENROLL USER

Enroll User

SEARCH STARTS WITH LIST ALL

Note: Depending on the number of records, this function may take some time to process. Click **List All** to show the list.

List All

7611 users located.

Displaying records 1-25.

Add Name Username Email Role

Click **OK** to go to **Control Panel**.

SPECIAL PROJECTS > CONTROL PANEL > ENROLL USER

Enroll User

SEARCH STARTS WITH LIST ALL

Search

Search by: Last Name Username Email

OK

Remove User

Click on **Remove Users from Course**

User Management

List / Modify Users **Remove Users from Course** Manage Groups

Enroll User

Click on **Search**, it will display the list of students in the course.

The other options work the same way as explained above.

SPECIAL PROJECTS > CONTROL PANEL > REMOVE USERS FROM COURSE

Remove Users from Course

SEARCH STARTS WITH ADVANCED LIST ALL

Search

Search by: Last Name Username Email

OK

The **Remove Users from Course** page opens.

Check the square and type **“Yes”** as it appears next to the textbox.

Click **Submit**.

Note: Removing a user is final; it will erase all information about the person.

Remove Users from Course

SEARCH STARTS WITH ADVANCED LIST ALL

Search

Search by: Last Name Username Email

2 users located.
Displaying records 1-2.

Remove	Name	Username	Email	Role
<input checked="" type="checkbox"/>	Smith, Frank		noemail@goucher.edu	Student
<input type="checkbox"/>	val, adriana		adriana.val@goucher.edu	Instructor

Type the word **Yes** Click **Submit** to remove selected items

Yes

Cancel Submit