## Using "CUHK User Management" tool to manually manage users in your original course

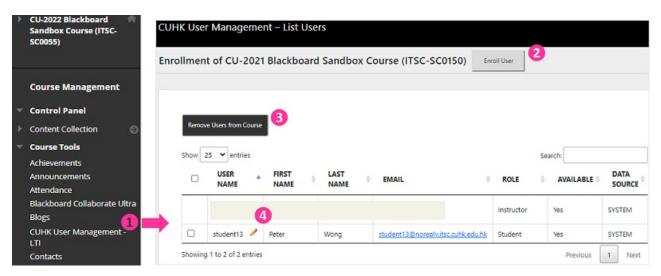
Last Modified on 24/01/2025 3:02 pm HKT

## Overview

With CUHK User Management tool, Instructors and TA/Support Staff can:

- A. Enroll Users
- B. Remove Users
- C. Change User Role
- D. Change User Availability

## Steps:



- 1. On the Control Panel, expand Course Tools, and select CUHK User Management LTI.
- Enroll Users: Check the user list on this page and make sure the users are not on the list. Then, click Enroll
  User and input Staff/Student IDs to add (a) students, (b) instructors and/or (c) TA/Support Staff to your
  course site. If you need to enroll multiple users, please separate their usernames with comma(s).

ENROLL USERS		
Enter up to 10 usernames. Sepa	rate multiple usernames with commas.	
* Username (Student/Staff ID)	11 ),1	
Role	Student 🗸	
		Cancel Submit
		6

- 3. <u>Remove Users</u>: Select users. Click **Remove Users from Course** to remove users from your course.
  - When you remove users from a course, the system will delete all relevant user data.
  - You cannot remove users added according to CUSIS information from a Blackboard course site. Update "Available" to "No" using the "Pen" icon to stop the user(s) from accessing the Blackboard course site.
- 4. Change User Role / Availability: Click the "Pen" icon to edit the user's role and availability if needed.

## Additional reminder:

- Changes made under Blackboard CUHK User Management Tool will NOT synchronize with / update by CUSIS (e.g., You have enrolled a student in your Blackboard Course during Add/Drop period, the student will still be there even s/he has dropped the course on CUSIS).
- You could submit your requests to elearning@cuhk.edu.hk/ITSC Service Desk (https://servicedesk.itsc.cuhk.edu.hk) (Instructions (https://cuhk.service-now.com/sp?id=kb\_article&sys\_id=8cb5ae42db1b8b002c96f2adbf961944)), especially when you need to add over 10 users to your course site(s). Please make use of this template (https://www.cuhk.edu.hk/eLearning/support/Batch\_Enrollment\_Template.xlsx) for batch enrollment.