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

Last Modified on 24/01/2025 3:03 pm HKT

This article is referring to Ultra Course View, if you are using Original Course View, please refer to: Using "CUHK User Management" tool to manually manage users in your original course (https://help.edtech.cuhk.edu.hk/docs/using-cuhk-user-management-tool-to-manually-manage-users-in-your-original-course)

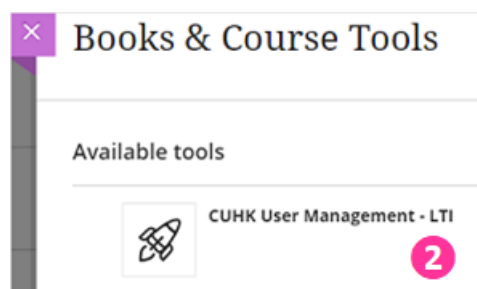With CUHK User Management tool, Instructors and TA/Support Staff can:

- Enroll Users
- Remove Users
- Change User Role
- Change User Availability

Steps:

1. On the **content** page, under **Details & Actions** and **Books & Tools**, click **View course & institution tools**.
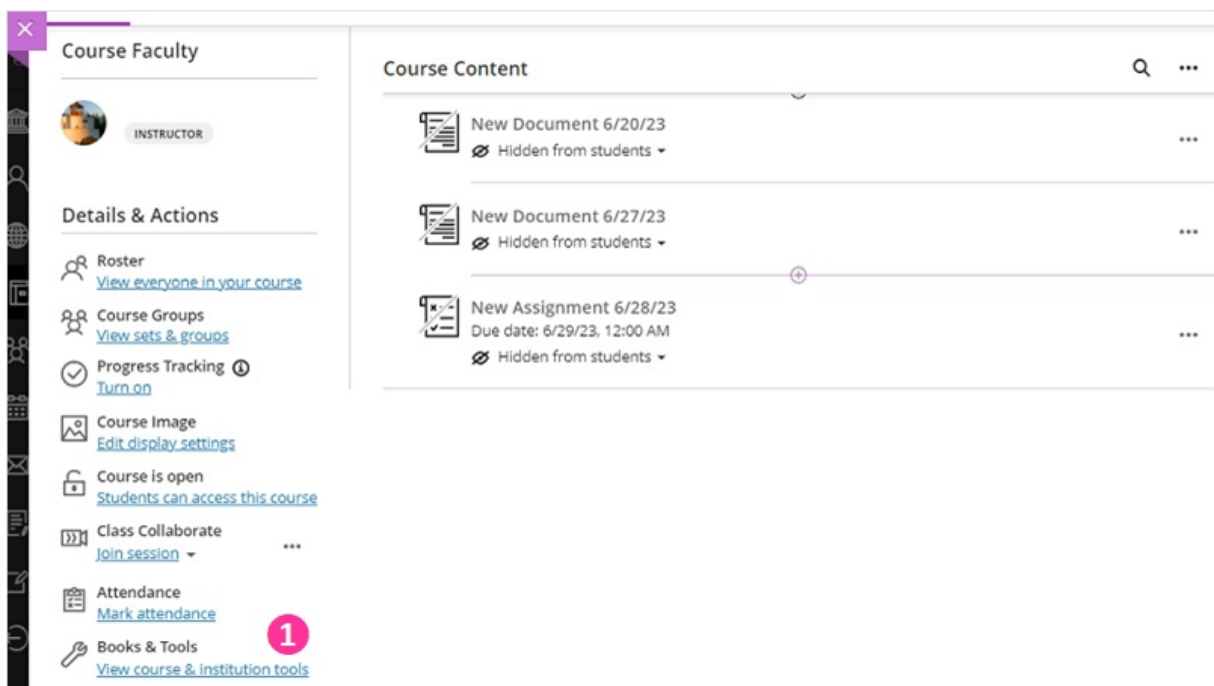
2. Then, select **CUHK User Management – LTI**.

3. <u>Enroll users:</u> Check the user list on this page and make sure the users are not on this 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).

4. Remove users: Select users. Click **Remove Users from Course** to remove users from your course.
5. 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.