

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

Last Modified on 02/08/2023 9:58 am HKT

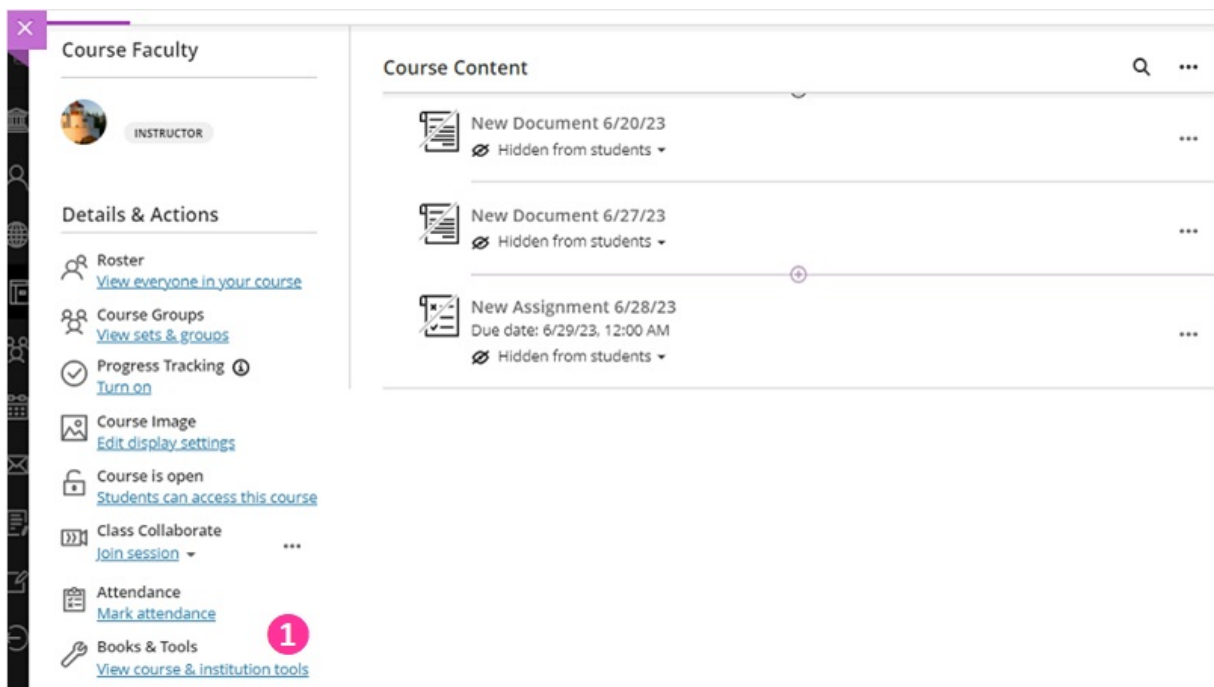
This article is referring to Ultra Course View, if you are using Original Course View, please refer to: [Using "CUHK User Management" tool to manually manage users in your original course](https://help.edtech.cuhk.edu.hk/docs/using-cuhk-user-management-tool-to-manually-manage-users-in-your-original-course)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

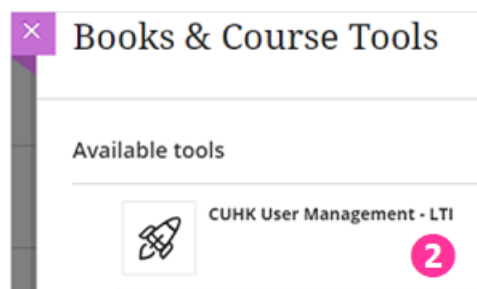
- Enroll Users
- Remove Users
- Change User Role
- Change User Availability

## 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. Enroll users: Check the user list on this page and make sure the users are not on this list. Then, click **Enroll**

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user and input **Staff/Student IDs** to add (a) students, (b) instructors and/or (c) TA/Support Staff to your course site.




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.

CUHK User Management – List Users

Enrollment of E [Sandbox] Enroll User 3

Remove Users from Course 4

Show 25 entries Search:

<input type="checkbox"/>	USER NAME ▲	FIRST NAME ⇅	LAST NAME ⇅	EMAIL ⇅	ROLE ⇅	AVAILABLE ⇅	DATA SOURCE ⇅
					Instructor	Yes	SYSTEM
<input type="checkbox"/>	bb-...s1  5	. Student 1	Blackboard	@blackboard.com	Student	Yes	SYSTEM
<input type="checkbox"/>	bb-...s2 	: Student 2	Blackboard	@blackboard.com	Student	Yes	SYSTEM
<input type="checkbox"/>	bb-...t1 	. Teacher 1	Blackboard	@blackboard.com	Teaching Assistant / Support Staff	Yes	SYSTEM

Showing 1 to 4 of 4 entries Previous 1 Next

### 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](mailto:elearning@cuhk.edu.hk) / [ITSC Service Desk \(https://servicedesk.itsc.cuhk.edu.hk/\)](https://servicedesk.itsc.cuhk.edu.hk/) ([Instructions \(https://cuhk.service-now.com/sp?id=kb\\_article&sys\\_id=8cb5ae42db1b8b002c96f2adb961944\)](https://cuhk.service-now.com/sp?id=kb_article&sys_id=8cb5ae42db1b8b002c96f2adb961944)), especially when you need to add over 10 users to your course site(s). Please make use of [this template \(https://www.cuhk.edu.hk/eLearning/support/Batch\\_Enrollment\\_Template.xlsx\)](https://www.cuhk.edu.hk/eLearning/support/Batch_Enrollment_Template.xlsx) for batch enrollment.