

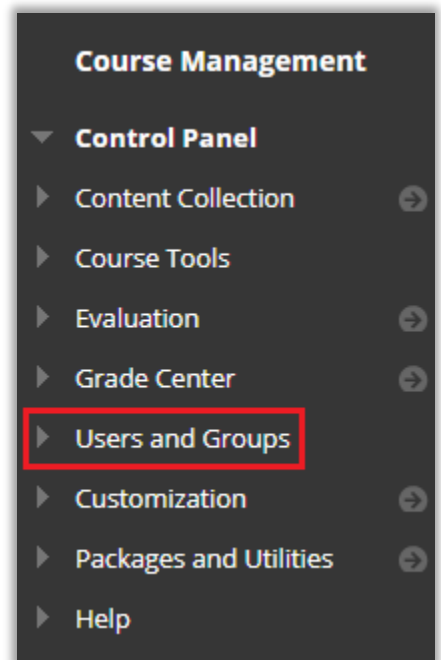
HuskyCT User Guide: Enrolling Users

Students and instructors are enrolled automatically in HuskyCT sites associated with courses listed in PeopleSoft (Student Admin System). Others can be enrolled manually using the steps covered below.

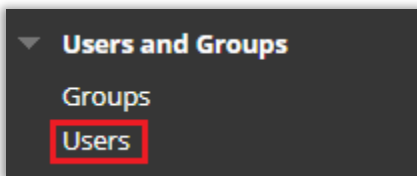
1. Go to "Users and Groups"

Under Course Management select Users and Groups

NOTE: Only those with the "Instructor" role in a HuskyCT site have the ability to enroll other users.



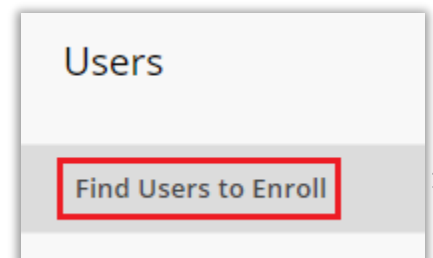
2. Select "Users"



Under "Users and Groups" select "Users"

3. Find Users To Enroll

At the top of the page, click on "Find Users to Enroll"



4. Enter NetID

ENROLL USERS

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

* Username

Role

Enrollment Availability Yes No

Type the NetID into the Username field.

NOTE: If you do not have the NetID you can use the browse button to search for the student. HOWEVER, the Username Field must be empty when you click on Browse.

5. Choose Role & Click Submit

Select the Role of the user being enrolled.

Role

Enrollment Availability

*Click **Submit** to proceed.*

- Student
- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest
- Program Facilitator

Click Submit

Role Options

Instructor: This role is automatically assigned to individuals designated in PeopleSoft as the instructor of record, but it can also be manually assigned to a user on a HuskyCT site if additional members with the HuskyCT Instructor role are needed. It includes the ability to perform all "Build" and "Teach" tasks. Those with Instructor role cannot unenroll other Instructors.

Student: This role is automatically assigned to individuals registered for the class in PeopleSoft. Persons in this role can view and interact with whatever has been built into the site and made available. Individuals with Uconn NetIDs can also be manually added to a HuskyCT site in the Student role.

Teaching Assistant: This role includes both "Build" and "Teach" tasks and is essentially the same as the Instructor role with some limitations such not being able to enroll or un-enroll users.

Course Builder: This role includes "Build" capabilities but no access to the Grade Center

Grader: This role will be automatically assigned to individuals entered into PeopleSoft as a Teaching Assistant for a course. This role provides access to the Grade Center but does not include "Build" capabilities. It can also be manually assigned to a user enrolled in a HuskyCT site.

Guest: This role allows for prospective students, alumni, and parents to view the course without making any changes to content. Users with this role are unauthenticated users.



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Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.