Use Enrollment Manager in Brightspace

The Enrollment manager is a tool that allows instructors to add new users, modify their roles, and delete existing users in their courses. As the instructor, you can currently add or modify five roles, including **Grader**, **Teaching Assistant**, **Course Builder**, **Instructor**, and **SI Tutor**.

NOTE:

- *The people you add to your Brightspace course must have completed [FERPA certification](#).*
- *Students in the Learner role cannot be enrolled nor deleted.*
- *A student enrolled in Banner should NOT have a role change in the course.*

Objectives

By following this guide, you will be able to:

Part 1: Add new users to your course

Part 2: Change an existing user's role

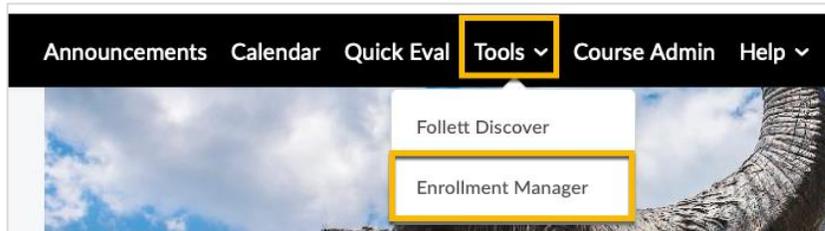Part 3: Delete an existing user from your course

Part 1: Add New Users to Your Course

1. Go to https://purdue.brightspace.com.

2. Click your campus name and login with your account.
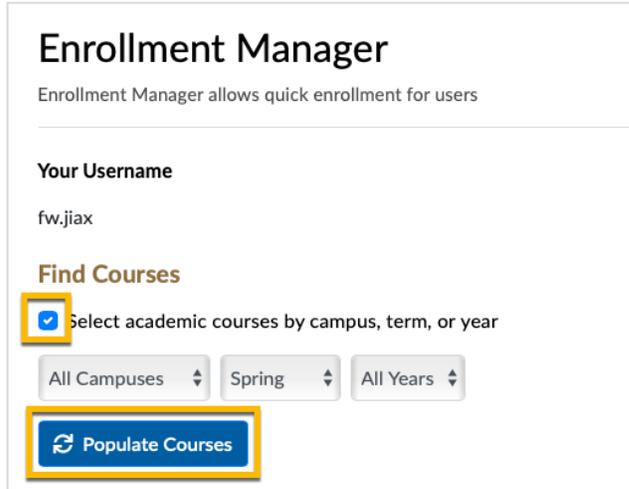
   TIP: Enrollment Manager is located on the campus landing page immediately after login. Do NOT click a course link because you will NOT find the Enrollment Manager in your courses.

3. Located on the **campus landing page**, click **Tools** in the navigation bar.

4. Click **Enrollment Manager**.

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5. Check **Select academic courses by campus, term, or year** to filter your search.

6. Click the **Populate Courses** button.

   [**NOTE**: For non-credit courses, click **Populate Courses** without choosing any Semester

   or Year. All courses will display in the list.]

7. Click the course(s) you want to make change to.
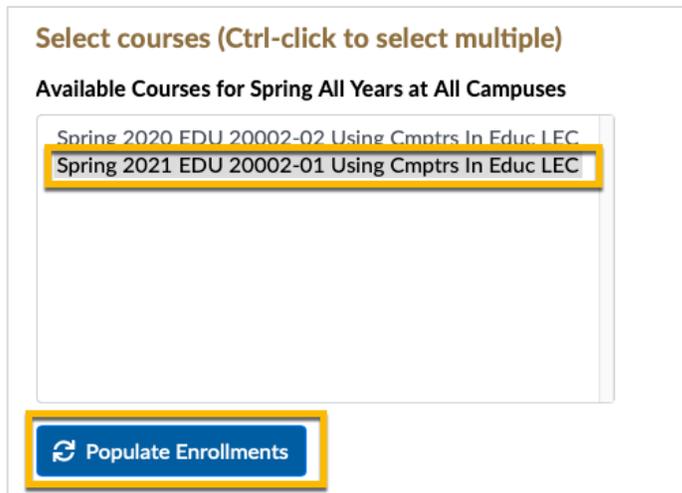
8. Click the **Populate Enrollments** button.

9. Scroll down to see the 'Modify/Delete Roles' list.

   NOTE: You will need to know the user's 'Username' to complete the next step.

10. Under the 'Add Roles(s)' section, type 'fw.username' of the user to add;

Note: For PFW users, the username must begin with 'fw.' Type 'fw.' followed by the username. For example, if the username is 'hljung', you will enter it as 'fw.hljung'.

11. Once you have entered the 'Username' correctly and clicked anywhere outside of the 'Username' field, the 'Full Name' column will populate with the user's name.

TIP #1: If you did not enter the username correctly, the system will not locate the user and the 'Full Name' column will remain empty.

TIP #2: If the user is identified without the 'fw.', note that it is their Purdue account and not their PFW account.

12. Next, choose the 'course' and the 'Role' for the user.

13. Click **Save Changes**.

14. Scroll down to check the action result at the bottom of the page.

NOTE: If the username was entered incorrectly, the 'Role Update Results' at the bottom of the page will show as "No changes processed".

Part 2: Change an Existing User's Role

1. Follow steps 1 to 8 in Part 1 above to populate enrollments in your course(s).
   - If you just made changes, you can click the **Populate Enrollments** button to see the updated list of users and their roles.
2. Next to each user/course, select the appropriate role in the list.

3. Click **Save Changes** and review the action results at the bottom of the page.
4. [Optional] Click the **Populate Enrollments** button to see the updated list of users and their roles.

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Part 3: Delete an Existing User from Your Course

1. Follow steps 1 to 8 in Part 1 above to populate enrollments in your course(s).

   - If you just made some changes, you can click the **Populate Enrollments** button to see the updated list of users and their roles.

2. Check the box next to **Delete**.

Modify/Delete Role(s)				
Username	Full Name	Course	Role	Delete?
fw.jiax	Jia, Xiaokai	Spring 2021 EDU 20002-01 Using Cmptrs In Educ LEC	Instructor (current) ⌄	☐ Delete
fw.hljung	Jung, Heidi	Spring 2021 EDU 20002-01 Using Cmptrs In Educ LEC	Course Builder (current) ⌄	☑ Delete

3. Click **Save Changes** and review the action results at the bottom.

4. [Optional] Click the **Populate Enrollments** to see the updated list of users and their roles.

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