Quick Guides - Adding a User (Manually to MyAberdeen)

All students are added automatically from the Student Record System (SRS). However, you may wish to add a member of staff or a student auditing a course manually to your course area. When you add a user, you can decide which role they should have in your course area (this can be changed at a later date).

Do not manually enrol your students onto a course area if they are officially taking the course for credits! For students auditing a course use the Course Guest role (read-only access).

Access Users and Groups in the Control Panel

When in a course area, expand the Control Panel down the left-hand side, click on Users and Groups and select Users.

At the top of the Users page, select Find Users to Enrol.

Enrol Users

The enrol users window opens, allowing you to enter a group of users, separated by commas, if you know their usernames (Note: no spaces between the comma and username; if there is a wrong username or duplicate, the system will not add the users). The role can be changed by selecting an alternative role from the drop-down list (do not select Student: this role applies to students who are automatically enrolled from student records, so it should never be used for manual enrolment).

Browse and select

If you do not know the username, you can click on the Browse button and search for a user to add. There is the option to search based on Username, First name, Last name or Email. Enter the text and click on Go.

Place a tick beside the user you wish to add and click on Submit.

This returns you to the Enrol Users screen, with the username field complete. Select the relevant role, and make sure Enrolment Availability is set to Yes. If you need to add multiple users with the same role, you can Browse several times using the browse option, and the users will all be added in the username field separated by commas. Once you are satisfied with your selection, click on Submit to apply the changes. You will then be returned to the Users screen.
Further Resources

- For further eLearning advice, visit: www.abdn.ac.uk/elearning
- For course design information, check our Course Design Guidelines.