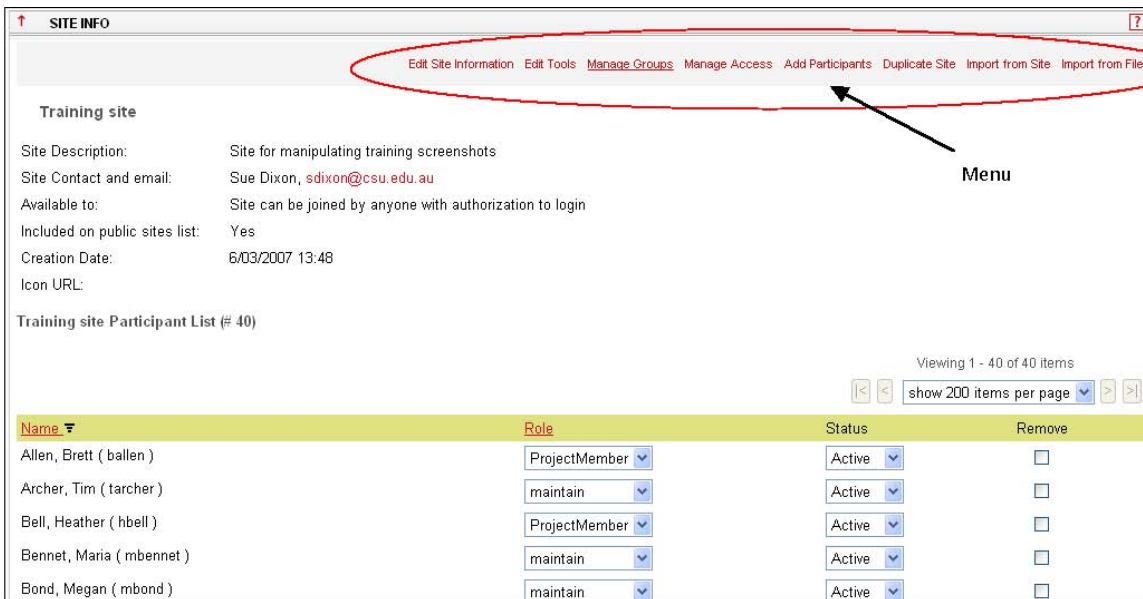


Adding Users

You can add participants to any site you have created. Once they have been added you can assign them roles. Each of these roles has different privileges associated with them.

To add a User to your Interact site

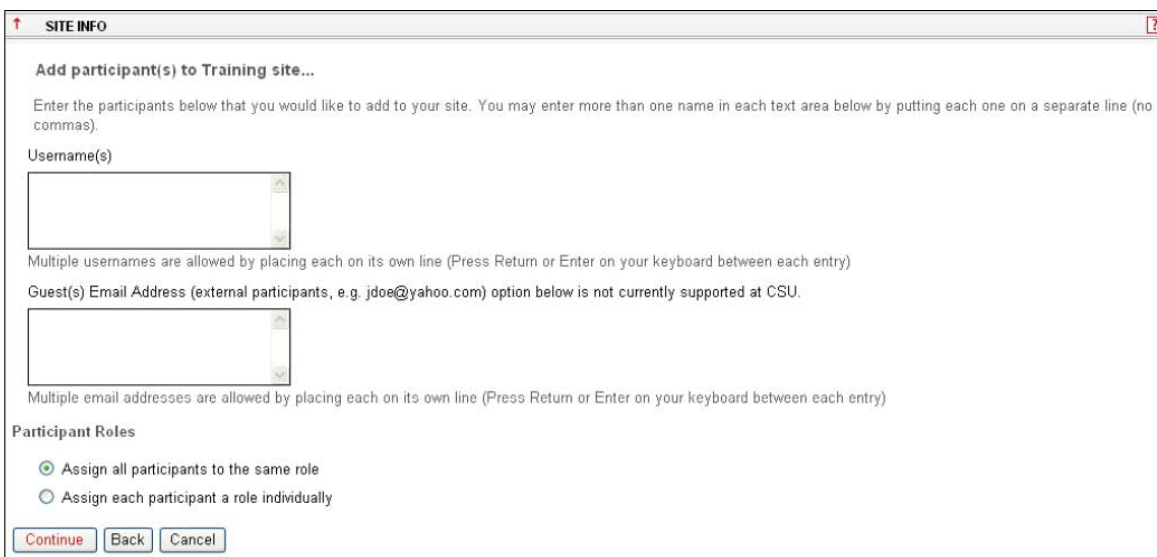
1. Click on 'Site Info' from the menu to the left of the screen
2. In the resulting window the names and roles of existing users will appear and you will see a menu in red along the top right .



The screenshot shows a web browser window titled "SITE INFO". At the top, there is a navigation menu with several items: "Edit Site Information", "Edit Tools", "Manage Groups", "Manage Access", "Add Participants", "Duplicate Site", "Import from Site", and "Import from File". The "Add Participants" item is highlighted in red, and a red oval is drawn around it. An arrow points from the word "Menu" to this red oval. Below the menu, the site details are displayed, including "Training site", "Site Description", "Site Contact and email", "Available to:", "Included on public sites list:", "Creation Date:", and "Icon URL:". Below this, there is a section for "Training site Participant List (# 40)" with a table of participants. The table has columns for "Name", "Role", "Status", and "Remove".

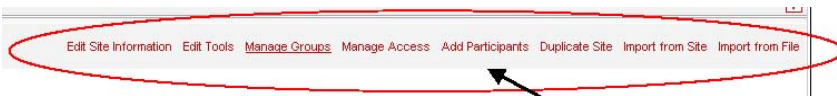
Name	Role	Status	Remove
Allen, Brett (ballen)	ProjectMember	Active	<input type="checkbox"/>
Archer, Tim (tarcher)	maintain	Active	<input type="checkbox"/>
Bell, Heather (hbell)	ProjectMember	Active	<input type="checkbox"/>
Bennet, Maria (mbennet)	maintain	Active	<input type="checkbox"/>
Bond, Megan (mbond)	maintain	Active	<input type="checkbox"/>

3. Amongst these menu items you will find 'Add participants'.
4. Click on this link and the following window will appear



The screenshot shows a web browser window titled "SITE INFO" with a sub-header "Add participant(s) to Training site...". The main content area contains instructions: "Enter the participants below that you would like to add to your site. You may enter more than one name in each text area below by putting each one on a separate line (no commas).". There are two text input areas: "Username(s)" and "Guest(s) Email Address (external participants, e.g. jdoe@yahoo.com) option below is not currently supported at CSU.". Below the input areas, there are instructions: "Multiple usernames are allowed by placing each on its own line (Press Return or Enter on your keyboard between each entry)" and "Multiple email addresses are allowed by placing each on its own line (Press Return or Enter on your keyboard between each entry)". At the bottom, there is a "Participant Roles" section with two radio buttons: "Assign all participants to the same role" (selected) and "Assign each participant a role individually". At the very bottom, there are three buttons: "Continue", "Back", and "Cancel".

Menu



5. Add the usernames of the participants you would like to add to your site and their email addresses if they are external to the University