

Classlist

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What is the Classlist Tool?

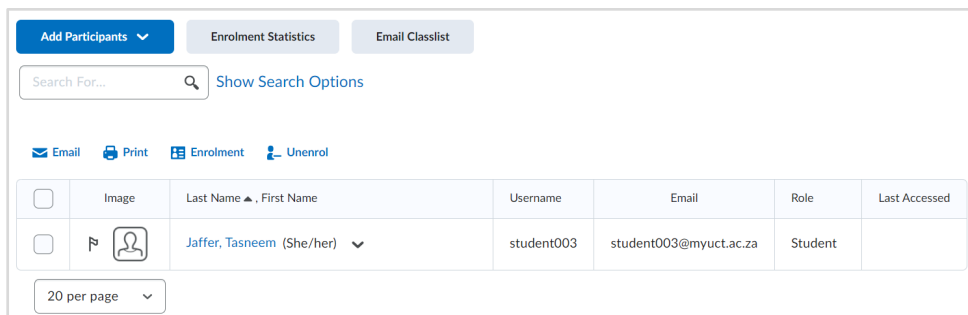
You can use the Classlist tool to view those students enrolled in your course, to enrol new students or staff members, to change the role of a user, to identify who is currently working online and to contact those users via email. From the Classlist tool you can view user profiles and blogs; access the Class Progress tool; print a classlist; and check enrolment reports.

Why use the Classlist Tool?

The Classlist tool is a convenient starting point for viewing information about your users. For example:

- Identify who is online using the green dot displayed beside the name of the user currently online.
- Communicate with those on your Classlist by sending an **Email**.
- On the Classlist page, Select **View Progress** from the context menu of the user you want to view.

To view information about your users, use the content dropdown menu beside the user's names or at the top of the Classlist.



The screenshot shows the Classlist tool interface. At the top, there are three tabs: 'Add Participants' (selected), 'Enrolment Statistics', and 'Email Classlist'. Below the tabs is a search bar with the text 'Search For...' and a magnifying glass icon, followed by a link to 'Show Search Options'. Below the search bar are four icons: 'Email', 'Print', 'Enrolment', and 'Unenrol'. Below the icons is a table with the following columns: 'Image', 'Last Name ▲, First Name', 'Username', 'Email', 'Role', and 'Last Accessed'. The table contains one row with the following data: 'Image' (checkbox), 'Jaffer, Tasneem (She/her) ▼', 'student003', 'student003@myuct.ac.za', 'Student', and 'Last Accessed'. Below the table is a dropdown menu set to '20 per page'.

Classlist Options

Depending on your permissions, the Classlist tool enables you to add or remove course participants, change user roles, create new users, and import users from a TXT or CSV file. You can use the options in the context menu beside each user's name to manage user auditors, view user progress and view group enrolments.

Students will be enrolled onto the course automatically via PeopleSoft.

Adding, removing and changing a user role

To add/enrol a new user, such as a Tutor or Support Staff, select – 'Add existing user' and search for their name or student/staff number. Then Select a Role for the user and click the button labelled 'Enrol Selected Users'.

To remove a user, you will need to unenroll them. Select the checkbox next to the user's name and 'Unenroll' (above the user's name column heading). To change the user role, click 'Enrolment' (next to 'Unenroll').

Adding multiple users at once

To bulk upload users to Amathuba, click 'Add Participants' and choose 'Import users from a file on your computer'.

A sample file will be available for download.

Download and open it, and you will see a .txt file

with the following information on it:

Sample Username, Sample Role

These fields are defined as below:

- Username – UCT staff or student number, e.g. DFGABC001
- Role – e.g. Student (or Tutor, as appropriate)

Each line must contain both fields, separated by a comma, and be for one student only. For example, if we need to add the following three students:

- Thomas King, student no. student001
- Lauren Butler, student no. student002
- Tasneem Jaffer, student no. student003

Then the .txt file would look like this:

- student001,Student
- student002,Student
- student003,Student

Note that you can prepare the information on Excel first and export to .txt format or upload a CSV version. To add multiple staff members, you will need to have their UCT staff numbers. If you don't have this, you will need to add them individually.

User Roles

There are four main user roles in Amathuba:

- The **Lecturer** role can view and edit all content, create Assignments, Discussion and Quizzes, mark in the Grades tool, and use the Announcements and Email tools.
- The **Support Staff** role can view all content and create Assignments,

Discussion and Quizzes, mark in the Grades tool, and use the Announcements and Email tools.

- The **Tutor** role can view all content, mark student submissions (Assignments, Discussion posts, and Quizzes), mark in the Grades tool, and use the Announcements and Email tools.
- The **Student** role can view content and submit assignments, take quizzes, and post in Discussions.

There is also a special **Administrator** role, that you will not be able to select in the dropdown. Access needs to be requested via the CILT Helpdesk as approval is required because this role provides access to all courses within a department. This role has the same capabilities as the Support Staff role, but Administrators do not receive email notifications.

Community sites (for non-teaching purposes) are also made use of on Amathuba, but have only two roles, namely **Owner** and **Member**. These roles exist as an equivalent to Lecturer and Student roles on teaching sites.

Viewing Classlist Enrolment Statistics

The Enrolment Statistics area provides a summary of course enrolments and withdrawals. On the Classlist page, click **Enrolment Statistics** to access this area.

What Tools Interact with Classlist?

The Classlist tool interacts with:

- Groups
- Class Progress