Bulk Adding Students into Brightspace

1. Log into to MyEd > https://myeducation.gov.bc.ca/
2. Click on the "Gradebook" Top Tab > Select the course you'd like to upload to Brightspace.
3. Click the "Roster" Side Tab.
4. Click on the "Fieldset" icon > Select "Brightspace Roster Import".
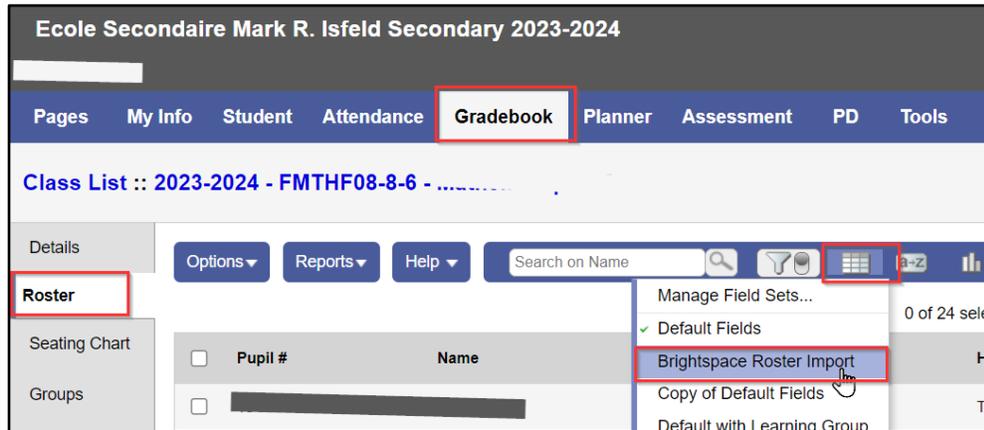

5. Click on the Print icon select CSV
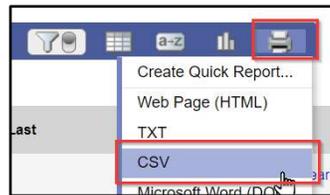
6. One you have downloaded it open the file in excel by clicking it in the top right corner (or locating it in your Downloads folder).

7. Add a "Role" column. Enter "Student" and copy this value down.
8. Add a "Password" column. Leave it blank.
9. If course has sections, add Section Column between "Email" and "Role".

10. Click the little green square and drag all the way down to populate student in each row should look like the screenshot below.
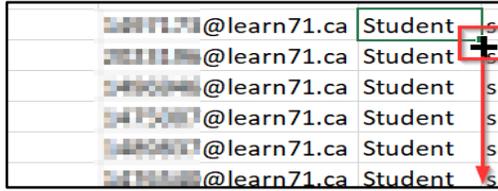

11. Save the excel document to your computer as a "csv".
12. Head over to Brightspace > https://sd71.onlinelearningbc.com
13. Navigate to the course you'd like to add the students into.

NOTE: If you are adding sections to your course, now is the time to do so.
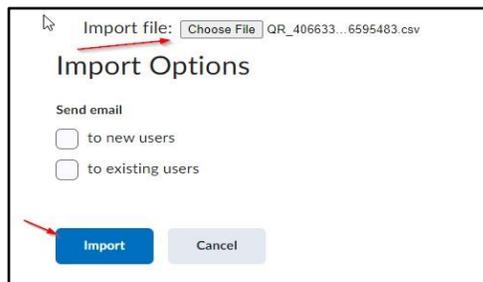*See the bottom of the instructions on how to do so.*

14. Select "Classlist" (it may be located under the "Class Tools" dropdown).

15. Select "Add Participants" > Import users from a file on your computer
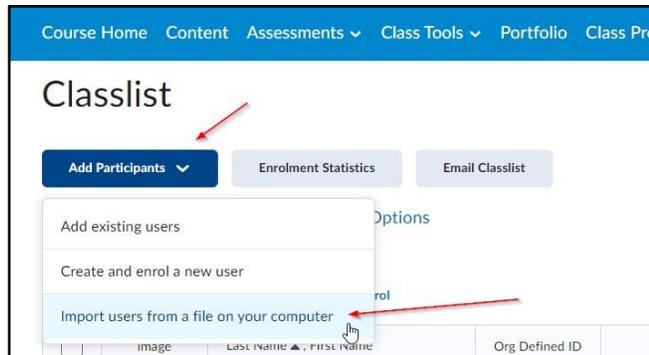
16. Click Choose File > Select the CSV file we saved and edited > Click Import

17. Click "Done" at the bottom.

NOTE: If you have added sections to your course, you will have to add a "Sections" column in the excel documents. This is to be added between the "Email" and "Role" columns. Add the section number (sec1 or sec2) and copy down by inserting the text on the first row, selecting the rest of the rows below this text (not included the one with the text) and using the copy down feature "CTRL + D".

See below how to add sections to your course.

Add Sections to Your Course

1. Enable sections in your course. On the nav toolbar: *Course Admin -> Site Setup -> Course Offering Information.* Scroll down to **"Sections".** Check the box beside *"Course has sections". "Save."*

2. Create sections in course. On the nav toolbar: *Course Admin -> Learner Management -> Sections* (this will NOT be visible if step one has not been completed). Scroll down to **"Manage Sections".** Click "Add Section".

3. Under the "Section Information", use the dropdown arrow to change the **Enrolment Type** from **"Sections of #"** to **"# of Sections".** Type in the text box how many sections your course will have. *"Save".*