

## Add and manage people

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### General

KIT accounts can only be found and added if their owner has already logged in to the KIT-ILIAS. If the desired person has not yet registered, he or she should do so immediately. If you do not register, you will find registration instructions on the homepage of ILIAS ([ilias.studium.kit.edu](https://ilias.studium.kit.edu)).

## Add people

The involvement of other people in one's own course is usually easy. There are two basic methods for this. The first is to add individual people from the member database, the second method is to import one or more people from a .csv file.

### Method 1: Add from the database

To add people from the member database, follow these steps:

1. Within your course, open the member administration via the "Members" tab.

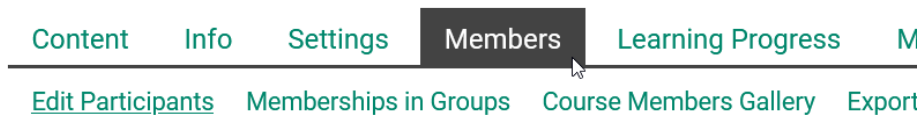


Figure 2 Option "Members"

2. In the "User" field, enter either the name or the corresponding abbreviation of the desired person.

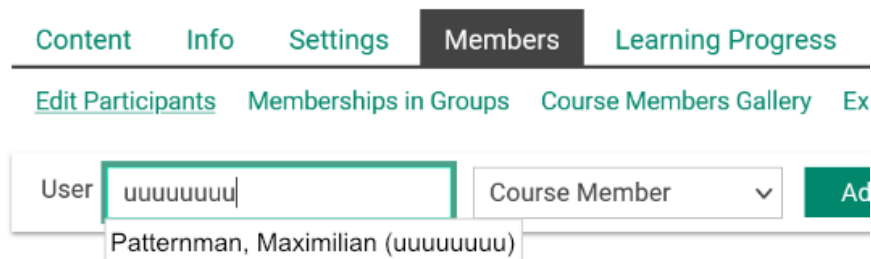


Figure 1 Searching Member

- To the right, use the drop-down menu to select the desired role of the person, i.e. course member, tutor or administrator. By default, the Student role is preselected.

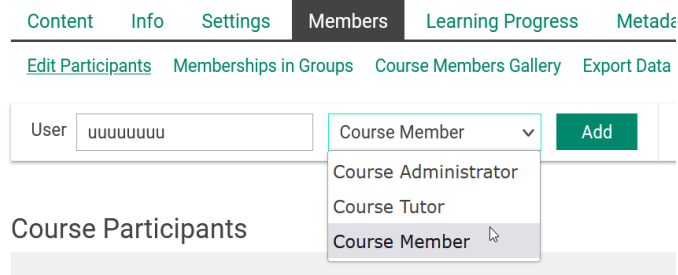


Figure 3 Select Role

- Lastly, click on "Add".

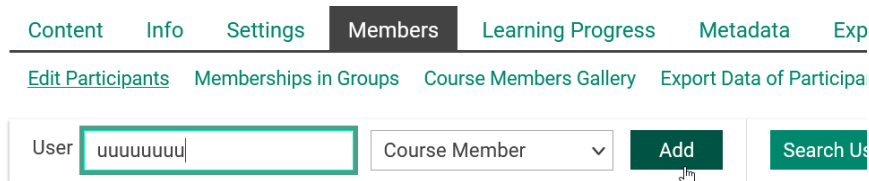


Figure 4 Add Member

### Method 2: Import via .csv file

You can choose courses and groups from a .csv file directly. In doing so, the .csv file contain only one unique user name per line (KIT abbreviation only: e.g. ab1234 as employee or uxxxx as student). Example of a .csv file:

Once you have created a corresponding file, switch to your ILIAS course room or group and open the member administration there.

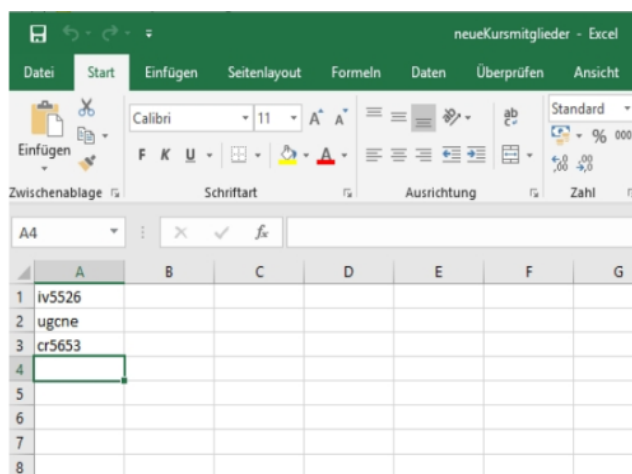


Figure 5 csv-Sheet with Members abbreviation

Via the option "Participant import", start the process.

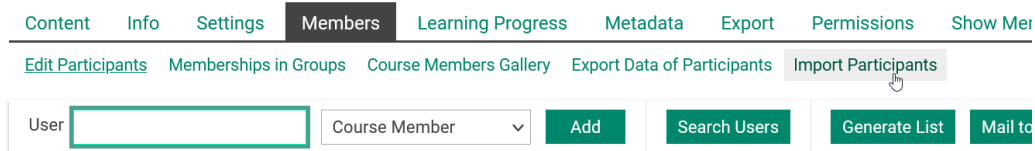


Figure 6 Open Import Participations

The dialog box opens to select the import file.

### Import Participants

Upload list \*

**ATTENTION:** Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the [e-learning pages of KIT concerning copyright law](#).

Maximum upload size: 256.0 MB

Please upload a file with one unique , unique matriculation number or unique e-mail address per row. The user accounts will be added to the membership role.

\* Required

Figure 7 Import of the .csv-file

After selecting the file, complete the process via "Import" or import the people.

## Manage people

Within the member management of a course or a group, further functions are available to you to manage the members.

### Edit Members

To edit individuals, select the action at the end of the member entry.

For example, individuals can be assigned an extended role within the course or a group. In

Course Participants  
(1 - 2 of 2) Show Filter Columns Rows

Name	Login	Roles	Learning Progress	Last Access	Passed	Passed Status Changed	Tutorial Support	Access Refused	Notification	Actions
<input type="checkbox"/> Patternman, Maximilian	uuuuuuuu	Course Member	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	No date	<input type="checkbox"/>			<input type="checkbox"/>		<input type="button" value="Edit"/>

Figure 8 edit a member

addition, it is possible to carry out targeted actions for these people.

Edit Members  
(1 - 1 of 1)

Name	Login	Last Access	Passed	Access Refused	Tutorial Support	Notification	Roles
Patternman, Maximilian	uuuuuuuu	No date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/> Course Administrator <b>Course Tutor</b> Course Member <input type="button" value="Save"/> <input type="button" value="Cancel"/>

Figure 9 change role

### Create a list of members

Within the member administration, it is possible to generate and print out a list of participants (e.g. as .pdf file). This can be used for general archiving or administrative purposes.

The creation is opened by clicking on the "Create list" button.

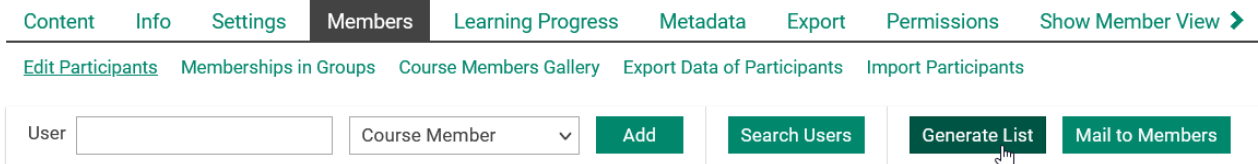


Figure 10 Option "Generate List"

In the following dialog, the contents of the list can be selected.

You can first title the list accordingly and assign an explanatory summary. Under Details,

Generate List Print List

Title

Description

Detail Data

- Name
- Login
- E-Mail
- Matriculation number
- Learning Progress
- Last Access
- Status
- Passed

Additional Columns  + -

Selection of Users

- Include all users with role "Administrator"
- Include all users with role "Tutor"
- Include all users with role "Member"
- Include all users on list "Join Requests"
- Include all users on "Waiting List"

select the field entries that you want the list to contain. You can add additional columns, but they would have to be filled in manually. The selection of users is mainly based on the role to which a person is assigned. Depending on your attitude to the registration procedure of your course or group, you can also filter according to the status of the admission applications or the waiting list.

Figure 11 Selection of list contents

## Info & Contact

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### Imprint

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