

## 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

Manually adding people to your own course is generally straightforward. Currently, there is only one method for this. Individual people are called and assigned directly from the instance's user database.

To do this, follow these steps:

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

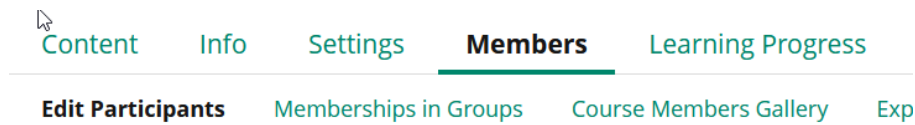


Figure 2 Option "Members"

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

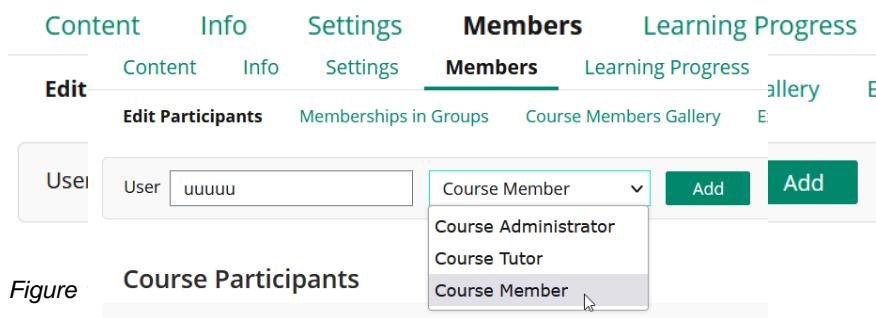


Figure 4 Select Role

3. 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.

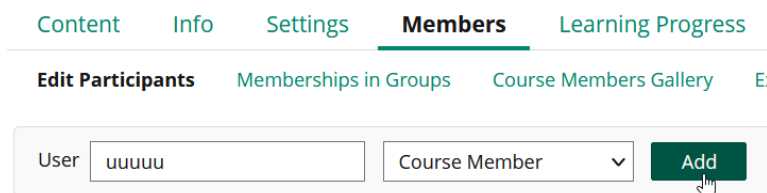


Figure 3 Add Member

4. Lastly, click on "Add".

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

(1 - 7 of 7)

Columns Rows

Edit Execute choices Save

	Name	Login	Roles	Learning Progress	Last Access	Passed	Passed Status Changed	Tutorial Support	Access Refused	Notification	Actions
<input type="checkbox"/>	porosus, crocodylus	cporosus	Course Member	In Progress	18. Jan 2023, 11:43	<input type="checkbox"/>			<input type="checkbox"/>		Edit

Figure 6 edit a member

Edit Members

(1 - 1 of 1)

Save Cancel

Name	Login	Last Access	Passed	Access Refused	Tutorial Support	Notification	Roles
porosus, crocodylus	cporosus	18. Jan 2023, 11:43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Course Administrator Course Tutor Course Member

Save Cancel

Figure 5 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.

Content Info Settings **Members** Learning Progress Metadata Export Permissions

Edit Participants Memberships in Groups Course Members Gallery Export Data of Participants

User  Course Member

Figure 7 Option "Generate List"

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

**Generate List**

Title	<input type="text" value="Course members"/>
Description	<input type="text" value="Course: Lecture XY"/>
Detail Data	<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Login <input type="checkbox"/> E-Mail <input type="checkbox"/> Matriculation number <input checked="" type="checkbox"/> Learning Progress <input checked="" type="checkbox"/> Last Access <input checked="" type="checkbox"/> Status <input checked="" type="checkbox"/> Passed
Additional Columns	<input type="text"/> + -
Selection of Users	<input checked="" type="checkbox"/> Include all users with role "Administrator" <input checked="" type="checkbox"/> Include all users with role "Tutor" <input checked="" type="checkbox"/> Include all users with role "Member" <input type="checkbox"/> Include all users on list "Join Requests" <input type="checkbox"/> Include all users on "Waiting 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, 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 8 Selection of list contents

## Info & Contact

**Last update:** 2025-05-05

### Licence note



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### Imprint

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