

## 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.

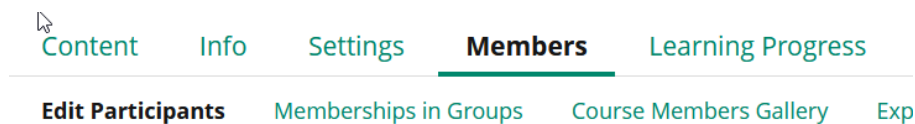


Figure 2 Option "Members"

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

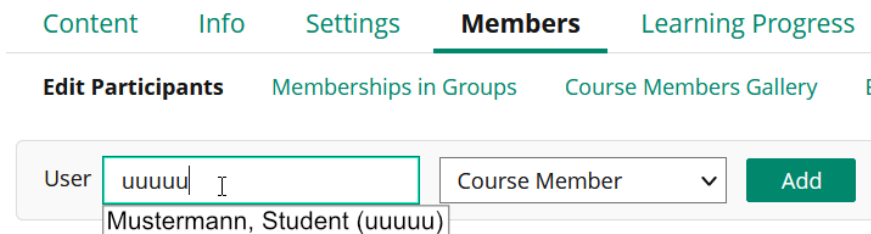
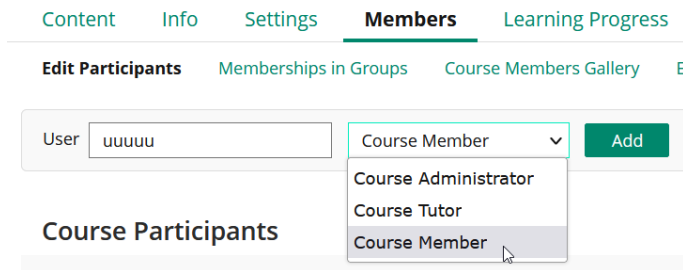


Figure 1 Searching Member

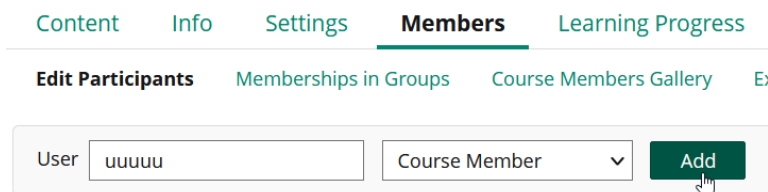
- To the right, use the drop-down menu to select the desired role of the person, i.e. course member, tutor or administrator. By default, the Student role is preselected.



The screenshot shows the ILIAS interface with the 'Members' tab selected. Below the navigation bar, there are links for 'Edit Participants', 'Memberships in Groups', and 'Course Members Gallery'. A form for adding a new member is visible, with a 'User' field containing 'uuuuu' and a role dropdown menu. The dropdown menu is open, showing options: 'Course Member' (selected), 'Course Administrator', 'Course Tutor', and 'Course Member'. An 'Add' button is to the right of the dropdown.

Figure 3 Select Role

- Lastly, click on "Add".



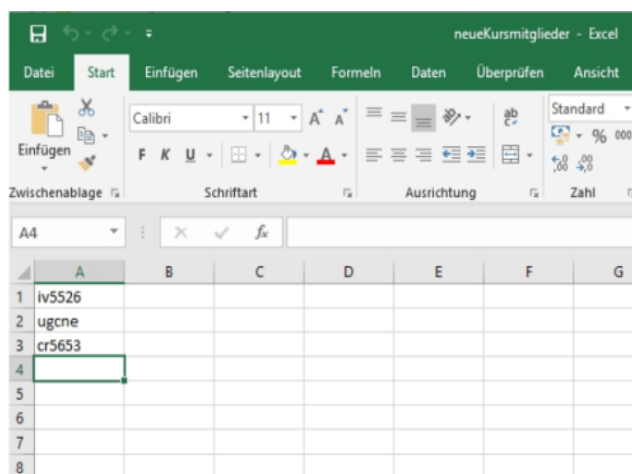
This screenshot is similar to the previous one, but the role dropdown menu is now closed, and the 'Add' button is highlighted with a mouse cursor. The 'User' field still contains 'uuuuu' and the role dropdown shows 'Course Member'.

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.



The screenshot shows an Excel spreadsheet titled 'neueKursmitglieder - Excel'. The spreadsheet has columns A through G. The first three rows contain the following data in column A: 'iv5526', 'ugcne', and 'cr5653'. The fourth row is empty, and the fifth row has a green border around cell A4.

	A	B	C	D	E	F	G
1	iv5526						
2	ugcne						
3	cr5653						
4							
5							
6							
7							
8							

Figure 5 csv-Sheet with Members abbreviation

Via the option "Participant import", start the process.  
The dialog box opens to select the import file.

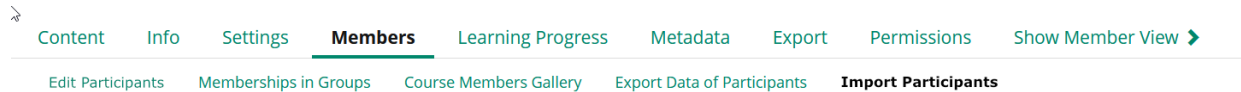


Figure 6 Open Import Participations

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

### Import Participants

Upload list \*

Select File

**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

Allowed file types: .csv

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

\* Required

Import

Figure 7 Import of the .csv-file

## 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

(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
porosus, crocodylus	cporosus	Course Member	In Progress	18. Jan 2023, 11:43						Edit

Figure 8 edit a member

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

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					Course Administrator Course Tutor Course Member

Save 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.


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 10 Option "Generate List"

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

 Generate 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"

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 11 Selection of list contents

## Info & Contact

**Last update:** 2024-05-22

### Licence note



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### Imprint

**Publisher:** Karlsruhe Institute of Technology (KIT), Kaiserstraße 12, 76131 Karlsruhe

**Contact:** Adenauer Ring 12 (InformatiKom) 76131 Karlsruhe Germany Phone: +49 721 608-48200 E-Mail: [zml-info@sdn.kit.edu](mailto:zml-info@sdn.kit.edu)