Brightspace Classlist – how to manually add/remove students, other lecturers, and yourself

The classlist tool shows you everyone who is currently enrolled on your module, and when they last accessed it.

Note: Before removing a colleague from a module it is recommended to confirm that they are ok with this - this is particularly important if you can see in the class list that they have already accessed the module.

Managing your classlist manually:

- Go to the module's home page
- Click on "Module Tools" – "Classlist"
- This brings up a list of all those who have access to your module (useful information

To ADD a student/lecturer

- Click "Add Participants – Add Existing Users"
- At "Search For…" enter a name/student number/staff number and click magnifying glass
- If the user exists his/her details will appear on screen
- Positively tick the check box to the left of the name, select the appropriate role from the dropdown and click "Enrol Selected Users"

To REMOVE a student/lecturer

- Positively tick the check box to the left of the name
- Click Unenrol and when asked click "Yes" to confirm

To REMOVE yourself from the module

- Positively tick the check box to the left of your name
- Click Unenrol and when asked click "Yes" to confirm
- After you have successfully un-enrolled yourself a message will appear on screen saying "Error: Not Authorised". This is confirmation that you are no longer attached to the particular module.

Video Instructions: Bitesized Brightspace Video 7 – [How to manage your classlist](#) (student and lecturer access to your module)

Additional help can be sought from the D2L's Brightspace End User Support Team. Contact them via the Help link on the menu bar when you log into Brightspace.