

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/email 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.