Bulk Adding Students into Brightspace

- 1. Log into to MyEd > htps://myeducation.gov.bc.ca/
- 2. Click on the "Gradebook" Top Tab > Select the course you'd like to upload to Brightspace.
- 3. Click the "Roster" Side Tab.
- 4. Click on the "Fieldset" icon **Select** "Brightspace Roster Import".

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Pages My In	fo Student	Attendance	Gradebook	Planner	Assessment	PD	Tools	
Class List :: 20)24-2025 -							
Details	Options - R	eports 🗸 🛛 Help	- Search	on Name	9 70		a-z	ւհ
Roster					Manage Field Sets.			
Seating Chart	Pupil #		Nar	ne	 Default Fields Brightspace Roster 	Import		
Croups								

5. Click on the Print icon select CSV

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	Create Quick Report
	Web Page (HTML)
ast	TXT
	CSV
	Microsoft Word (DOS

6. One you have downloaded it open the file in excel by clicking it in the top right corner (or locating it in your Downloads folder).

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	QR_4066335557916595483.csv	Ø

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- 7. Add a "Role" column. Enter "Student" and copy this value down.
- 8. Add a "Password" column. Leave it blank.
- 9. If course has sections, add Section Column between "Role" and "Password".

I		_	-			
	PEN	UsualFirst	UsualLast	Email1	Role	Password
	137262234	Ryana	Additionation	@stu.sd72.bc.ca	Student	
		William.	Brockman	@stu.sd72.bc.ca	Student	
		Harting	Carmona Genetta	@stu.sd72.bc.ca	Student	
		lag .		@stu.sd72.bc.ca	Student	

10. Click the little green square and drag all the way down to populate student in each row should look like the screenshot below.

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Email1		Role	I
inson@stu	.sd72.bc.ca	Student	
kman@stu	sd72.bc.ca	Student	۲
envilladjestu	sd72.bc.ca	Student	
enseniĝistu	sd72.bc.ca	Student	
raser@sh.	sd72.bc.ca	Student N	ŀ

- 11. Save the excel document to your computer as a "csv".
- 12. Head over to Brightspace > <u>sd72.onlinelearningbc.com</u>
- 13. Navigate to the course you'd like to add the students into.
- 14. Select "Classlist" (it may be located under the "Class Tools" dropdown).

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Course Home	Content	Assessments ~	Class Tools 🗸	Portfolio	Class Progress	Data Hub	Classlist

15. Select "Add Participants" > Import users from a file on your computer

Course Home Content Assessments	 Class Tools Portfolio Class Tools - Portfolio Portfolio Class Tools - Portfolio Po	iss Pro
Classlist		
Add Participants 🗸 Enrolment Statis	tics Email Classlist	
Add existing users	Options	
Create and enrol a new user		
Import users from a file on your computer	Org Defined ID	

16. Click Choose File > Select the CSV file we saved and edited > Click Import

Import file	Choose File QR_4066336595483.cs
Send email	
to new use	rs
to existing	users
Import	Cancel

17. Click "Done" at the bottom.

NOTE: If you have added sections to your course, you will have to add a "Sections" column in the excel documents. This is to be added between the "Email" and "Role" columns. Add the section number (sec1 or sec2) and copy down by inserting the text on the first row, selecting the rest of the rows below this text (not included the one with the text) and using the copy down feature "CTRL + D". See below how to add sections to your course.

Add Sections to Your Course

1. Enable sections in your course. On the nav toolbar: *Course Admin -> Site Setup -> Course Offering Information.* Scroll down to **"Sections".** Check the box beside *"Course has sections". "Save."*



 Create sections in course. On the nav toolbar: Course Admin -> Learner Management -> Sections (this will NOT be visible if step one has not been completed). Scroll down to "Manage Sections". Click "Add Section".



 Under the "Section Information", use the dropdown arrow to change the Enrolment Type from "Sections of #" to "# of Sections". Type in the text box how many sections your course will have. "Save".

