insite

How to Add a Student

Multi Purpose Roster

Overview:

Under the old rostering system, instructors gave students an add code that the student would use to add into the course. Unfortunately, students could share (or sell!) add codes to their peers, and faculty didn't have an easy way to revoke that permission.

Beginning with Spring 2019, students will never see an add code. Instructors will grant a student permission to add via the InSite roster, which will then notify the student to register in the course. The new system also allows instructors to revoke the permission to add if students do not enroll by an agreed upon date/time.

Step-by-step instructions:

1. Log into the InSite app on your mobile device, or <u>m.4cd.edu</u> using your web browser.



2. Once logged into InSite, click the red "Classes" tile and access the Multi-Purpose Roster from the menu.



3. Click on the section you wish to add a student to:

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4. The default view is your class roster. To add a student, click the "Permissions" tab (next to "Roster" and "Grading").

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Seats Available	14 of 30		
Deadline Dates			
Waitlisted Stude	ents		
Roster	Grading	Permissions	\leftarrow^{\star}

*Please note, if you open up Waitlisted Students, you can copy student name/ID numbers from your Waitlist.

- 5. Click "Add Authorization:
- 6. In the text box to the left, type in the ID number or name of the student you wish to add:



7. Click the name of the correct student once his/her name pops up under the text box:

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Biological Science	
Art	
Chemistry	

8. You will see a pop-up box that says "Add Authorization Confirmation." Click "OK."

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9. In the upper right, you will see confirmation that an add authorization code has been created for this student:



- 10. This will send a notification to the student's InSite account, letting him/her know it is now possible to add your class. The student must log into InSite to confirm enrollment. (You may wish to see <u>Student Instructions</u> for what this process looks like.)
- 11. If you would like to revoke the permission for this student to add, you may do so under the Permissions tab by clicking "Revoke" next to the name of the correct student. (For example, if you give a student 48 hours to add, and the student has not yet added after that time period, you may wish to open this seat up to another student.)

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	Student Name	Student ID	Authorization Code	Status Date	Status
	-	-		12/19/2018 9:08:50 AM	Revoxe

12. If you click the "Revoke" button, your screen will change to confirm the student add authorization is "Revoked."

	Student Name	Student ID	Authorization Code	Status Date	Status
(2).				12/19/2018 9:16:45 AM	Revoked