

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 m.4cd.edu using your web browser.



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



- Click on the section you wish to add a student to:



Manage your courses by selecting a section below

Section	Times	Locations
CIS-101-9125 Apple Mac Operating System	1/28/2019 - 3/22/2019 1/28/2019 - 3/22/2019	Off Campus Site, ONLINE Internet Instruction (ns) Internet Instruction Lab (ns)
CIS-101-9125 Apple Mac Operating System	1/28/2019 - 3/22/2019 1/28/2019 - 3/22/2019	Off Campus Site, ONLINE Internet Instruction (ns) Internet Instruction Lab (ns)
CIS-101-9125 Apple Mac Operating System	MWThFS AM - 9:25 AM 1/28/2019 - 3/22/2019 1/28/2019 - 3/22/2019	San Ramon Campus, E217 Lecture Off Campus Site, ONLINE Internet Instruction (ns)
CIS-101-9125 Apple Mac Operating System	1/28/2019 - 3/22/2019 1/28/2019 - 3/22/2019	Off Campus Site, ONLINE Internet Instruction (ns) Internet Instruction Lab (ns)
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- The default view is your class roster. To add a student, click the “Permissions” tab (next to “Roster” and “Grading”).

CIS-101-9125: Apple Mac Ope

Spring 2019

San Ramon Campus

1/28/2019 - 3/22/2019

Off Campus Site, ONLINE Internet Instruction (ns)

1/28/2019 - 3/22/2019

Internet Instruction Lab (ns)

Seats Available 14 of 30

[Deadline Dates](#)

[Waitlisted Students](#)

Roster

Grading

Permissions

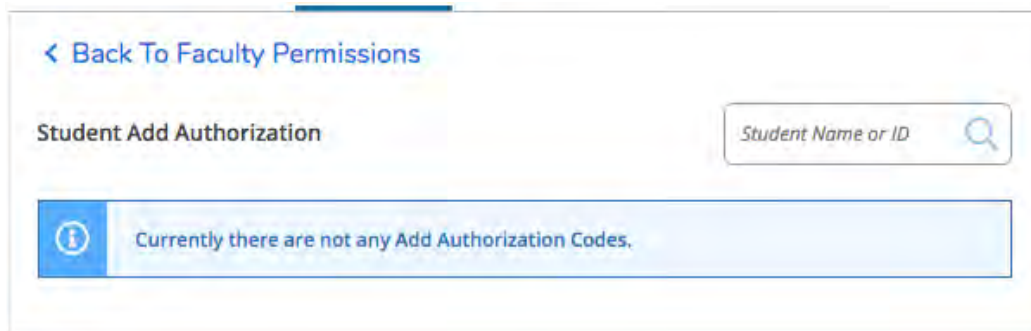


* Please note, if you open up Waitlisted Students, you can copy student name/ID numbers from your Waitlist.

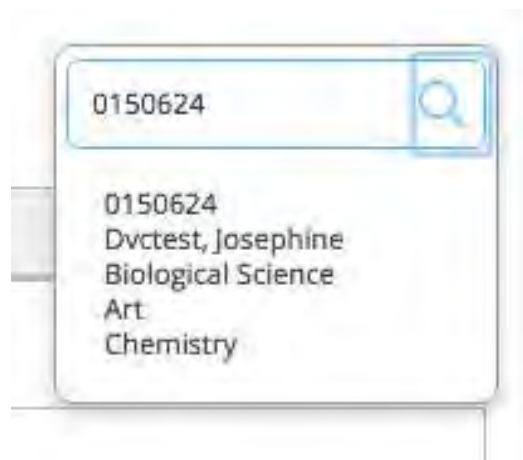
5. Click “Add Authorization:



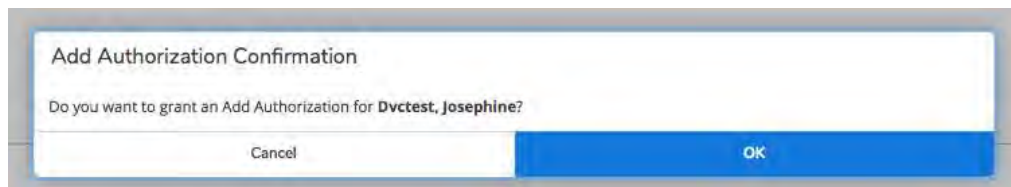
6. In the text box to the left, type in the ID number or name of the student you wish to add:



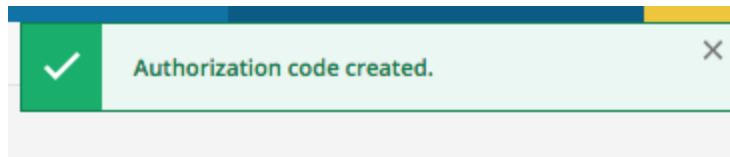
7. Click the name of the correct student once his/her name pops up under the text box:



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



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 [Student Instructions](#) 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.)

[< Back To Faculty Permissions](#)

Student Add Authorization

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



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

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
	██████████	██████████	12/19/2018 9:16:45 AM	Revoked

