Adding and Removing Students

Instructor Tutorial

Instructor Tutorial: Adding and Removing Students

This tutorial provides guidance to instructors on the following Pulsar functions:
   Section 1: Adding individual students to a group
    Section 2: Adding multiple students to a group
    Section 3: Removing students from groups

Students may also add themselves to groups. Please refer to the student account registration tutorial for more information.

Section 1: Adding Individual Students to Groups

1. Log in at pulsar.uoregon.edu to get to your dashboard. Under the "Members" section click "Add Student." This function works best when you need to add a single student to a group.
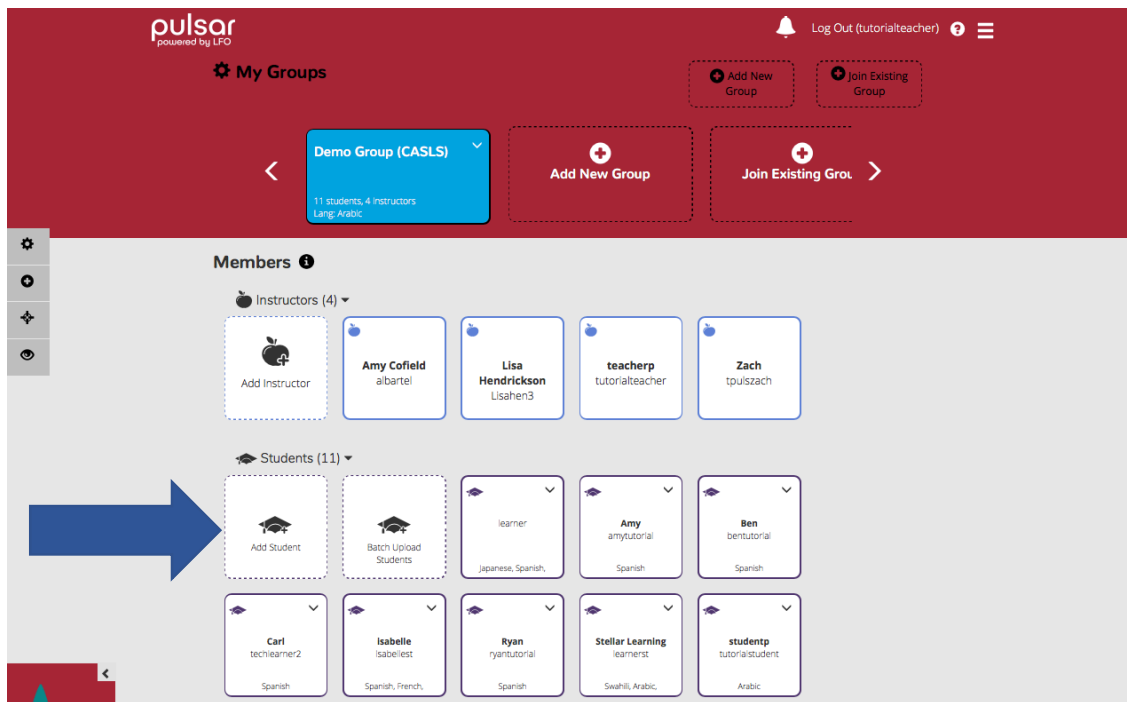
2. Enter the student's username into the box. Then click "Search."

3. Complete the form by filling in your student's relevant information. Press "Save."

Add new section member

Section

Demo Group (CASLS)

Username

learnernew

Name

New Password

Repeat New Password

Email

Language

Search for...

Begin typing a language, then select from the auto-complete choices below.
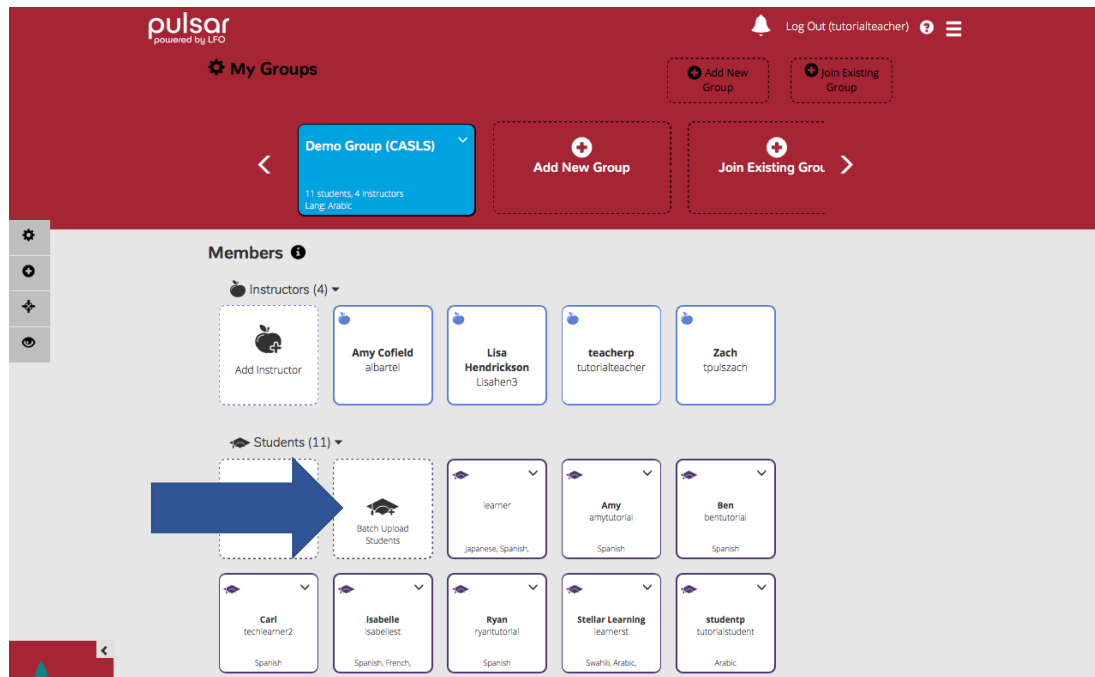
Save

Cancel

Section 2: Adding Multiple Students to Groups

1. From the dashboard, select "Batch Upload Students" under the "Members" section. This function is ideal for uploading multiple students all at once.

2. Download the .csv template and use it to organize your students' names, usernames, passwords, and emails.

3. Upload the .csv file by pressing "Choose File" and selecting the relevant file. Verify that the language and group are correct and press "Upload."

Batch Upload Students

Upload a list of your students:

[Choose File] no file selected

Only files ending in **.csv** are allowed. Click Here To Download a Template CSV
Name, username (6 characters or more), password (6 characters or more), and email are required.

Language for students:

Spanish

Begin typing a language, then select from the auto-complete choices below.

Section to add students to:

Spanish Demo Group (CASLS)

Upload

4. The next screen informs you if the batch upload process was successful or not. If it was, click "Done." If there was an error, you may need to upload the CSV again.

Batch Upload Students

Students added successfuly:

Ryan
Amy
Ben

Done

Section 3: Removing Students from Groups

1. From your dashboard, click on the group that contains the student you want to remove.

2. Find the icon for the student under the "Students" subsection of the "Members" section. Click the down arrow in the upper right corner of the icon. Click "Remove student." If you wish to add the student back later, follow the procedure explained in Section 1.
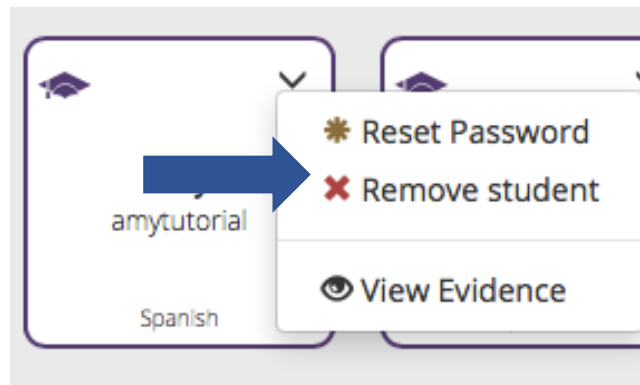
Congratulations! You can now add and remove students in your groups!