

# Adding Groups (Classes), Courses (Content), and Students into your LMS

Updated 15 Sept. 2015

## A. Adding Groups (Classes):

From the LJ Create LMS Home page (after logging in as a Teacher or Admin):

1. Click the **change your settings** button on the top right of the page
2. Click **Administration UI**.

*Note: This page will open in a NEW tab.*

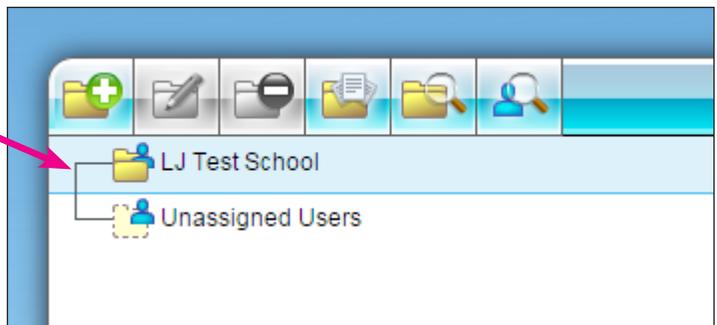


From the **Administration Page**, you will see the name of your **top level Domain**. This could be the School name or District name of whom the LMS was purchased for.

1. **Click** on the top level group to **highlight** and activate the buttons on the top:

*Note: You cannot Edit or Delete the top level Domain Folder.*

1



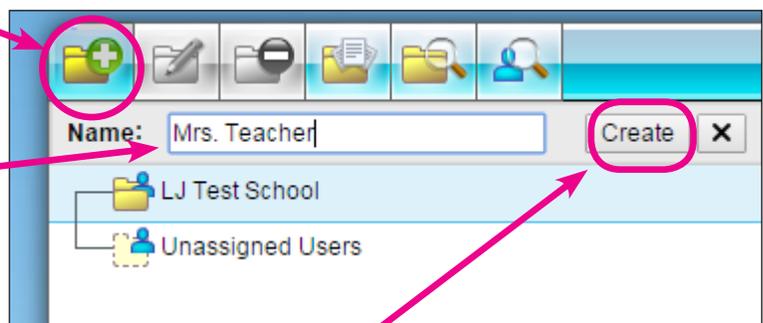
2. **To add a new group (class):** simply click on the "Create a new group" button.



2

3. Type in a **name** for this group

4. Then click "Create"



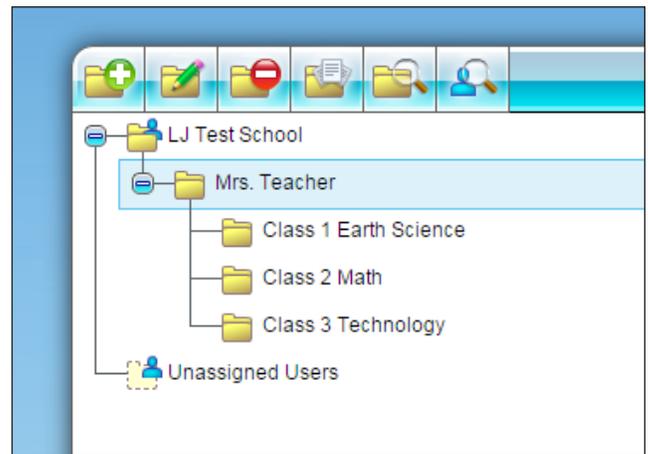
The newly created group is placed **underneath** the Top Level Folder.

4

**Suggestion:** Create Groups for each **grade level**, or for **each teacher** first, based on how your school/organization is structured, then move down the tree to create subgroups specific to each teacher's classes or grade levels.

From this level, you can add groups underneath “Mrs. Teacher’s” group, to add the **specific classes** that she teaches.

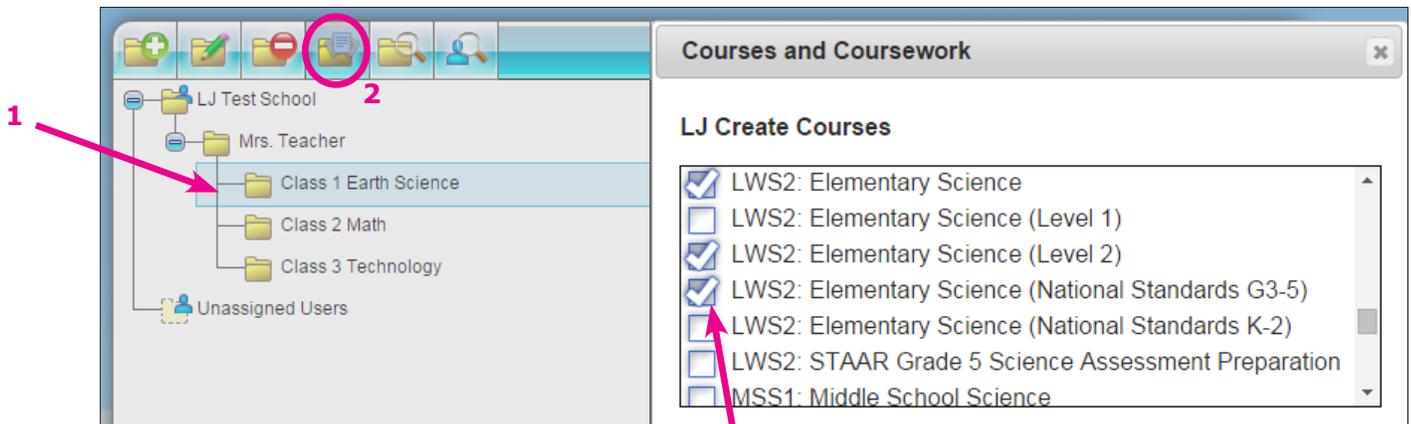
*Note: You can now see that the “delete” and “edit” icons are available. You may edit the name of your created group, and you can delete the group as desired.*



## B. Adding Courses (Content) to Groups (Classes):

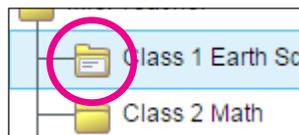
1. **Highlight** the group or specific class to which you want to **add courses**.

*Note: You can add course content to one or more specific class(es) to which that content is relevant. For example, if you have a group for Earth Science, add the courses that pertain to earth sciences.*



2. Click the “**Manage work for this group**” button. 
3. Select the **courses** you want to add to the **highlighted** group by **checking the boxes** next to each course in your list.
4. Click “OK” at the bottom of the “Courses and Coursework” window to add the selected courses to that group.

You will now see a **document** icon on the Folder of the group you added the content to, showing there are courses assigned to this group.



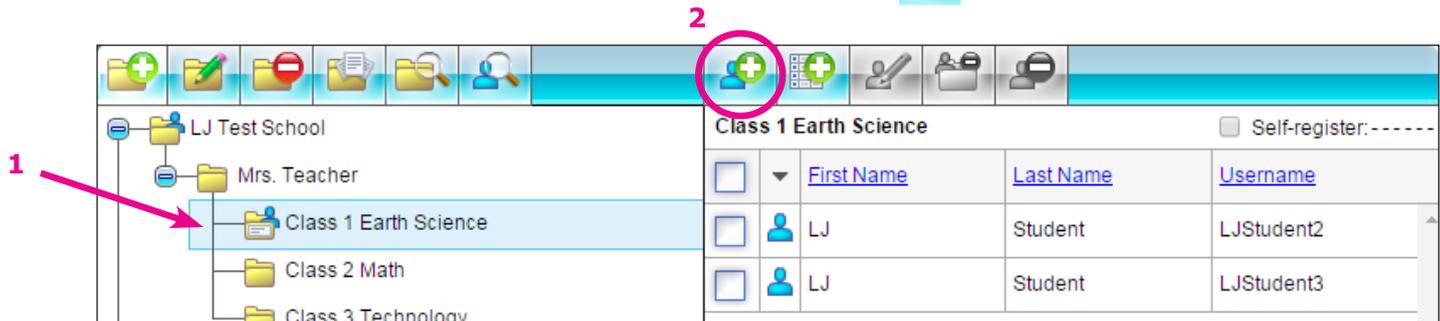
Repeat these steps to add desired courses for each of your groups.

## C. Adding Students to the LMS

### Individually adding users:

From the Administration page inside the LMS (after logging in as a Teacher or Admin)

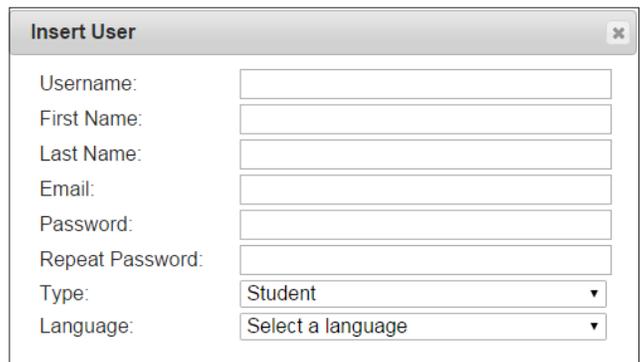
1. **Highlight** the Group in the left pane to which you want to add the students.
2. From the right side of the window, **click** the “Create New User” button. 



You will see a window pop up to input all of the student’s information.

*Note: ALL fields are required. Don’t forget to select your Language.*

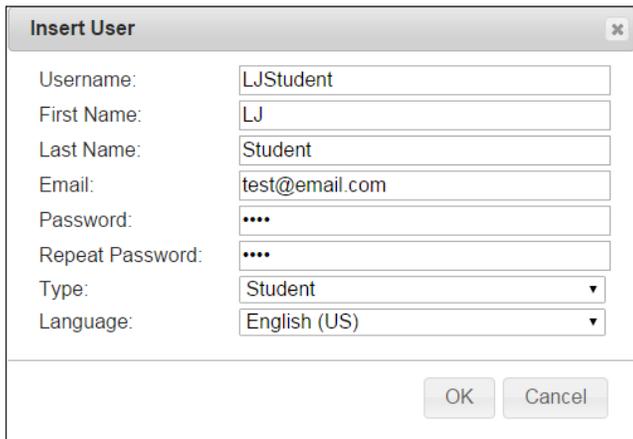
*Note: The email address will ONLY be used for resetting the user’s password when clicking the “Forgot Password” Link on the LMS login screen.*



The 'Insert User' form contains the following fields:

- Username:
- First Name:
- Last Name:
- Email:
- Password:
- Repeat Password:
- Type:
- Language:

### Completed form for inserting student information:



The 'Insert User' form is filled with the following information:

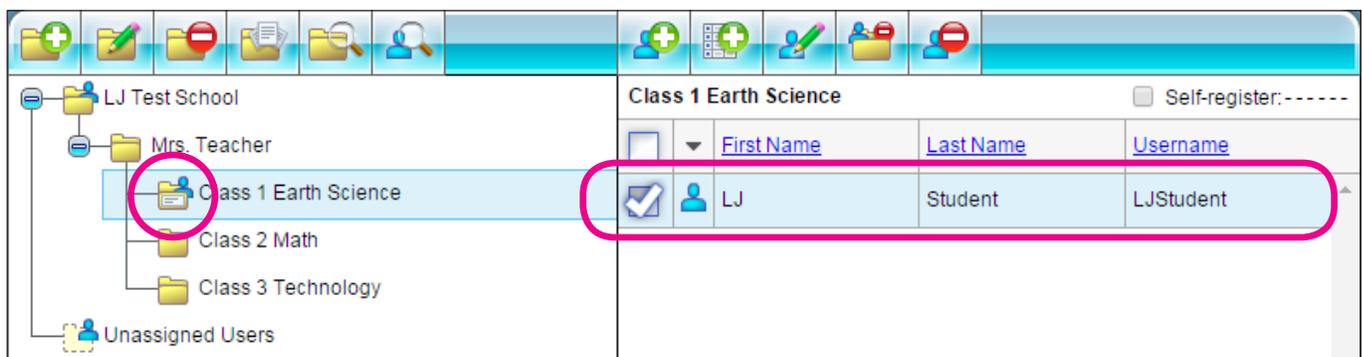
- Username: LJStudent
- First Name: LJ
- Last Name: Student
- Email: test@email.com
- Password: \*\*\*\*
- Repeat Password: \*\*\*\*
- Type: Student
- Language: English (US)

Buttons: OK, Cancel

**Suggestion:** Use the teacher’s email here so if there’s a case in which a student cannot access his or her email, the teacher can reset the student’s password.

After filling out the form, you will see the user show up in the right pane and a blue icon will appear on the Folder, as shown at the bottom of this page, indicating there are users assigned to that group.

Repeat these steps to **INDIVIDUALLY** add students if you have a **small** list of students to add.



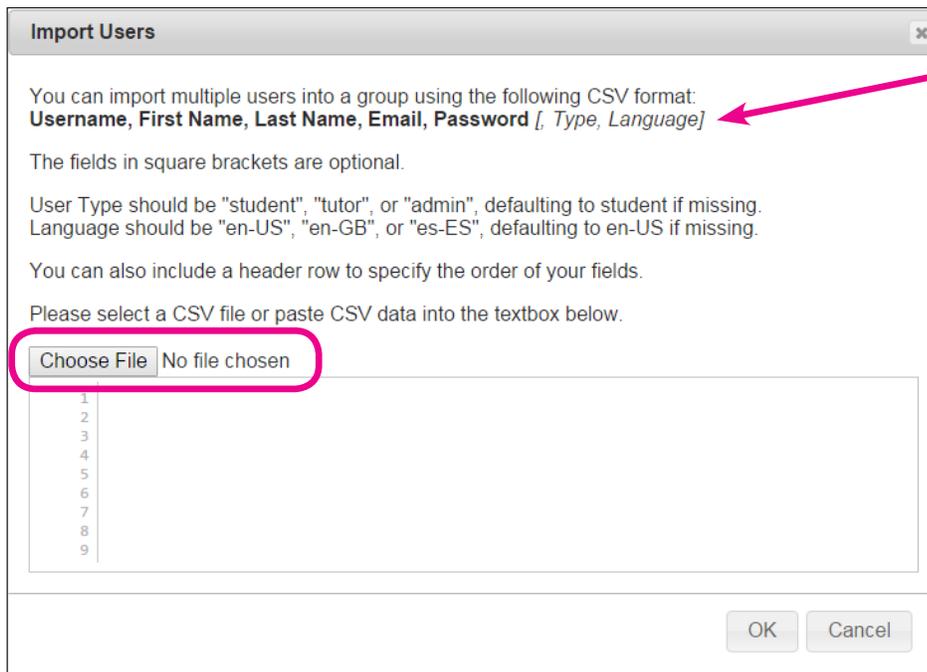
## Importing a bulk list of students using a CSV file:

1. From the right pane of the Admin page, click on the "Import users from a CSV file" button.



The "Import Users" window pops up.

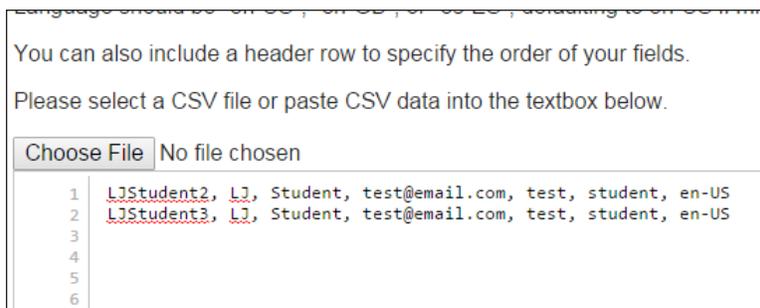
2. Click on "Choose File" to navigate to and select your CSV file.



*Note: The data in **BOLD** is the **REQUIRED** format when importing your students using the CSV option; nothing less, nothing more. The "type" and "language" are optional but are **HIGHLY** suggested to avoid having to change the language and user type individually.*

*Note: Teachers can only add Students; Administrators can add Teachers, Students and other Administrators.*

3. After selecting your file, you will be able to edit in the content in the white box. If there are any errors, you will see in red text the location of the error to edit it.

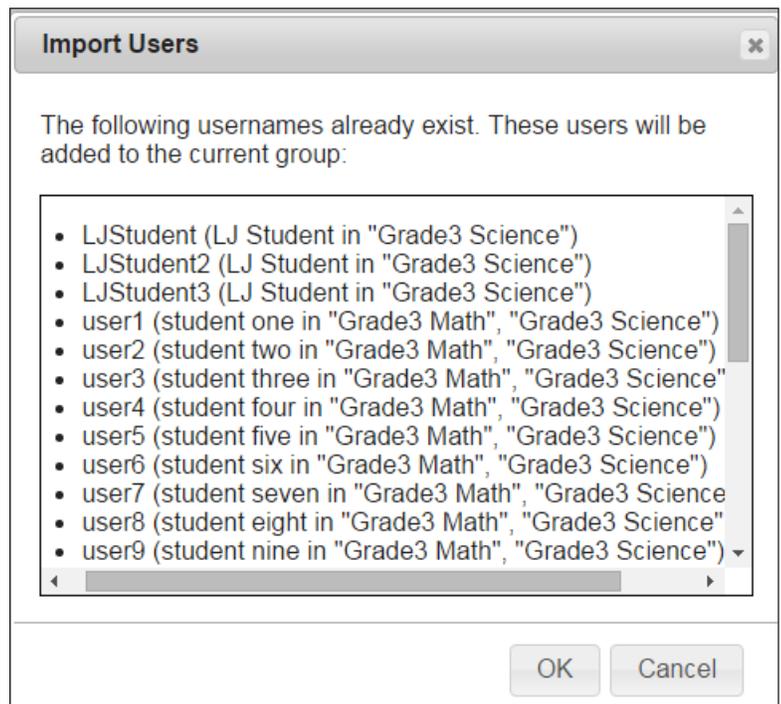


4. Once finished with adding your CSV file and making any edits that were needed, Click **OK**.

- If there are any repeated usernames in your import list, you will receive a pop up that indicates the existing User IDs in the LMS, along with each user's first name, last name, and current group (class) assignment. If you click ok, this process will add the users to the current group.

*Note: Adding a user to a group will NOT remove them from any groups they already belong to.*

*Note: If the information in your spreadsheet for a user differed from what was already in the LMS, the LMS will maintain existing data rather than replace it with new data. This is to prevent overwriting an existing student's information in cases where a new user's username could be the same as an existing one, but they are different people.*



You will now see the students **populate** in the right pane:

Class 1 Earth Science <input type="checkbox"/> Self-register: ----			
<input type="checkbox"/>	First Name	Last Name	Username
<input type="checkbox"/>	LJ	Student	LJStudent
<input type="checkbox"/>	LJ	Student	LJStudent2
<input type="checkbox"/>	LJ	Student	LJStudent3

- To edit a user's information, click the user to **highlight** that student (the checkmark will appear):

*Note: You can now see the icons on the top are available to be used.*

- To edit, click the "Edit user" button.



Class 1 Earth Science <input type="checkbox"/> Self-register: ----			
<input type="checkbox"/>	First Name	Last Name	Username
<input checked="" type="checkbox"/>	LJ	Student	LJStudent
<input type="checkbox"/>	LJ	Student	LJStudent2
<input type="checkbox"/>	LJ	Student	LJStudent3

*Note: You can edit all information EXCEPT the username.*

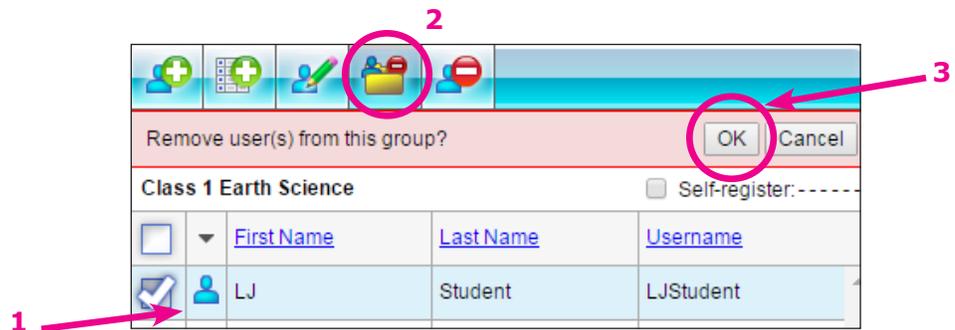
- When finished click **OK**, and your changes will be saved.

**Edit User** ✕  
Username:   
First Name:   
Last Name:   
Email:   
Password:   
Repeat Password:   
Type:   
Language:

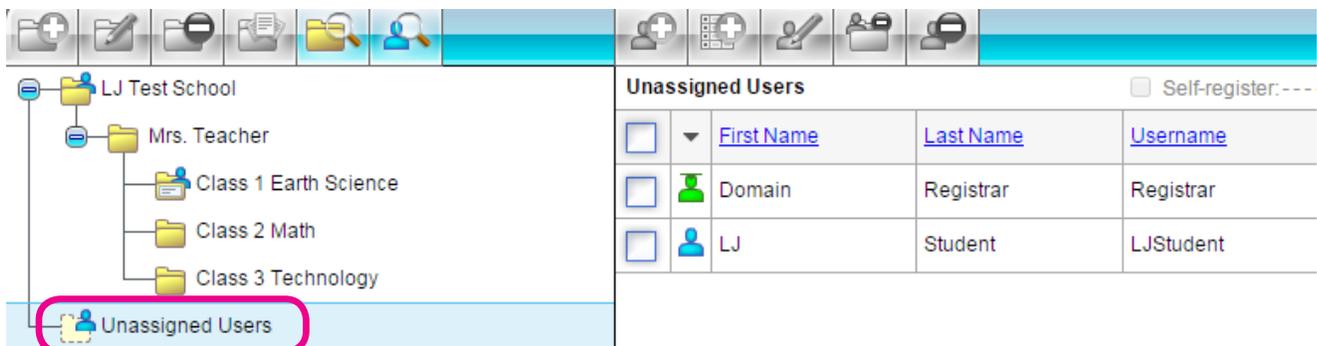
## D. Removing users from Groups:

To remove a user from the selected Group

- Click** to highlight the user you want to remove from the Group
- Click the “Remove User from Group” button. 
- To confirm removal from the group, click “OK”.



*Note: When removing any users from the selected Group, if they are not assigned to any other groups, they will be put into the “Unassigned Users” area in the left pane. (See below):*



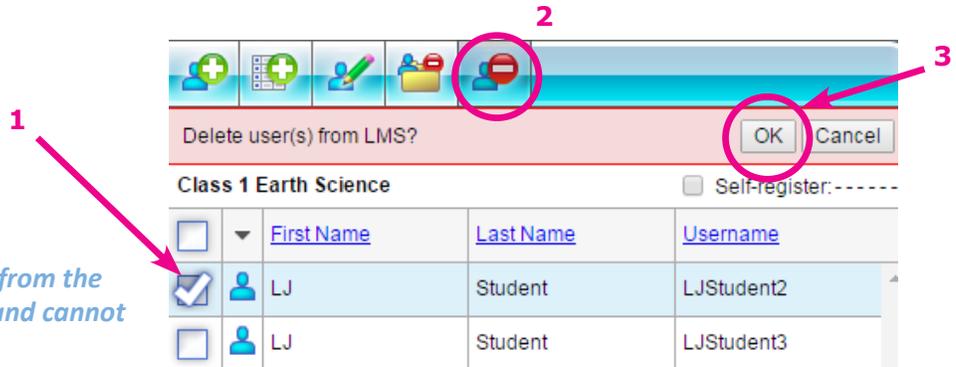
## E. Deleting Users from the LMS:

1. To delete a User from the LMS, click the user you want to delete.

2. Then click the "Delete User from the LMS" button.



3. To confirm Delete, click "OK".

A screenshot of the LMS user management interface. At the top, a toolbar contains several icons, with the 'Delete User from the LMS' icon (a person with a red prohibition sign) circled in pink and labeled with the number '2'. Below the toolbar is a dialog box titled 'Delete user(s) from LMS?' with 'OK' and 'Cancel' buttons. The 'OK' button is circled in pink and labeled with the number '3'. Below the dialog box is a table for 'Class 1 Earth Science' with columns for 'First Name', 'Last Name', and 'Username'. The first row of the table is selected, and its checkbox is checked. A pink arrow labeled '1' points to this checked checkbox. A note on the left side of the page explains that deleting a user results in permanent data loss.

**Note:** Once a user is deleted from the LMS, all of their data is lost and cannot be retrieved.

	First Name	Last Name	Username
<input checked="" type="checkbox"/>	LJ	Student	LJStudent2
<input type="checkbox"/>	LJ	Student	LJStudent3