CENTER FOR
TEACHING, LEARNING, AND TECHNOLOGY
Illinois State University

CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call (309) 438-2542 if you have questions.

ReggieNet: Managing Participants

Video - Adding Participants to Your ReggieNet Course

Instructors and students are added to official course sites automatically through a feed from Campus Solutions. The instructor of record will be added in the role of "Instructor"; individuals who are officially registered for the course will be added in the role of "Student".

Other participants can be added manually to a course site. However, if they are added as "Instructor" or "Student", they will be removed the next time the system updates.

We have created several other roles to cover various situations

- Co-Instructor – can do everything an Instructor can do
- Teaching Assistant – can do most things an instructor can do, including adding and editing content
- TA-Grades Only – can enter grades in the Gradebook, grade items in the Assignments, Forums, and Tests & Quizzes tools, and participate in Forums; cannot add, delete, or edit content in most tools
- Content Specialist – can add and edit their own content in many tools, but cannot edit or delete content other than their own
- Course Support - can view most items, and edit some;
- Student Auditor – can do everything a Student can do
- Guest – can view some content

The members of a site can be viewed by going to **Site Info > Manage Participants**.

Adding Participants

1. Click **Add Participants** on the **Site Info** menu bar.
2. Enter each person's ULID in the Official Participants box. Enter one ULID per line.
3. To assign all of these participants to the same role, select **Assign all participants to the same role**. Otherwise, select **Assign each participant a role individually**.
4. To continue to add these participants, click **Continue**.
5. Click to assign the appropriate role to the new participant(s). Click **Continue**.
6. Select an email notification option for the new participants.
7. Click **Continue** and click **Finish**.

Removing Participants

1. To remove a participant, click **Manage Participants** on the **Site Info** menu bar.
2. Check the **Remove** box for that name.
3. Click **Update Participants**. ReggieNet displays the changed list with a reduced number of users. The participant name you removed is no longer displayed.

Changing the Role of a Participant

1. To change a participant's role, **Manage Participants** on the **Site Info** menu bar.
2. Select the desired role from the Role pulldown list for that individual.
3. Click **Update Participants.**