

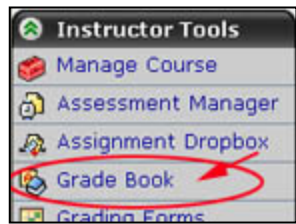
HuskyCT Grade Book- Enroll or Unenroll Members

Access the Grade Book from the Teach tab

Click **Teach** tab



Click **Grade Book**



Steps for Enroll Members

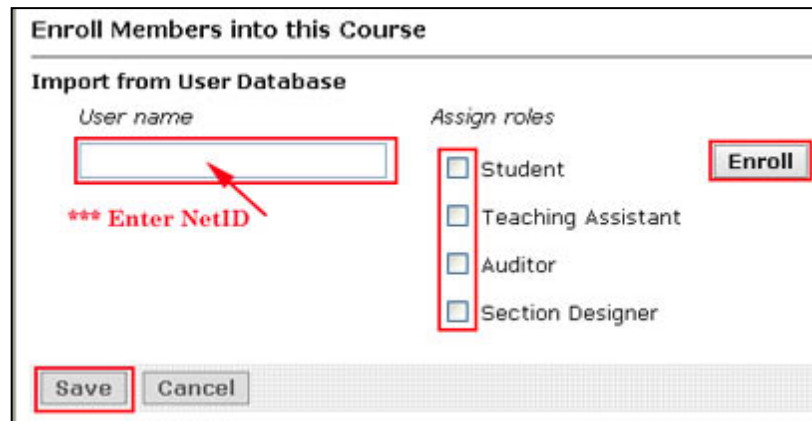
1. Click **Enroll Members** button



2. Enter member's NetID in User Name box

3. Choose role(s) for the member (see role information below)

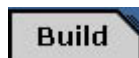
4. Click **Save** button



Explanation of roles

Student/Auditor Can see/do the same things on the site. Neither role can be combined with any other

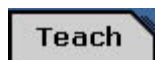
Section Designer



Build tasks - upload files, build Learning Modules, Assessments, Assignments

May be Section Designer only or Designer + Teaching Assistant or Designer + Section Instructor

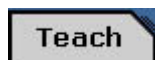
Section Instructor



Full set of Teach tasks - Access gradebook, create columns, enter grades, view Assessment and Assignment submissions, enroll/unenroll members, import/export data using spreadsheet, grant/deny access

PLEASE NOTE: Section Instructors cannot enroll additional section instructors. Please contact irchelp@uconn.edu for this.

Teaching Assistant



Limited set of Teach tasks - **CANNOT** do the following: enroll or unenroll members, import or export data using spreadsheet, grant or deny access to members

May be Teaching Assistant only or Teaching Assistant + Section Designer, but not Teaching Assistant + Section Instructor

Steps for Unenroll Members

Method 1

Click on gray arrow next to member name

<input type="checkbox"/>	 Guest	Husky

Choose unenroll option from menu

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric
<input type="checkbox"/>	Guest	Husky

- Edit Member
- Send Mail
- View Profile
- View Performance Report
- Deny Access
- Unenroll Member**

Method 2

Check one or more boxes to the left of member names

<input checked="" type="checkbox"/>	Guest	Husky

Click on unenroll button at bottom of screen

Deny Access	Unenroll
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