Bulk Enrolment

Please follow steps below for enroll bulk participants to a particular course that you enrolled as Instructor or Teaching Assistants.

- The first requirement for Bulk Enrolment is a CSV file which consists of your participants that you want to enroll in the course.
- Prepare an Excel document containing the email addresses of the participants as in the screenshot below and save the file as csv format

	A
1	email address
2	stest1@sabanciuniv.edu
3	stest2@sabanciuniv.edu

- The second step after file preparation is upload to this file to SUCourse.
- You can make the settings and upload the file by following the steps "Course Administration → Users → Import Enrolls".

  You should choose the settings as below

Import CSV Enrollment File ⓘ

▼ User Identity

User field: ⓘ   Email address ∨

▼ Enrollment Options

Role: ⓘ   Student ∨

▼ Group Options

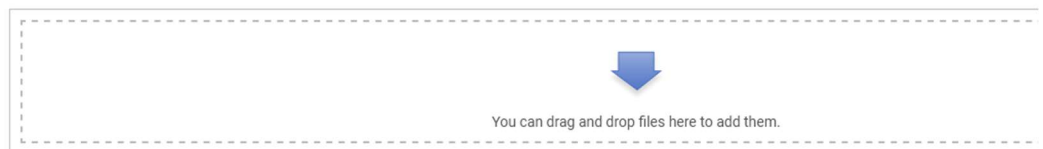Assign to groups: ⓘ   No ∨

Use group: ⓘ   Use file data ∨

Create groups: ⓘ   No ∨

▼ Import File

❶ ⓘ   Choose a file...

↓

You can drag and drop files here to add them.

Accepted file types:

Comma-separated values .csv
Text file .txt