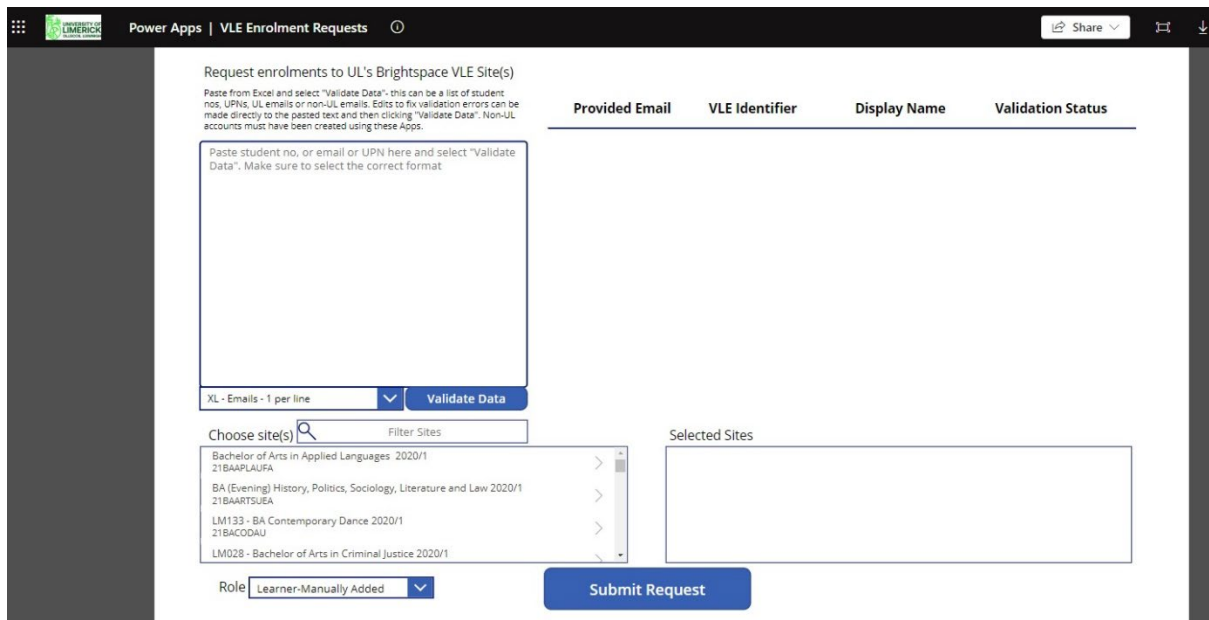

Brightspace: Bulk Enrol Existing Users

To bulk enrol existing users to your module, go to the [Brightspace page](#) on TopDesk and select the option called **Brightspace: Bulk Enrol Existing Users**.

- Click the link to the [Power App: VLE Enrolment Request app](#). The Power App will open on a new window –



The screenshot shows the 'Power Apps | VLE Enrolment Requests' interface. It features a text area for pasting student data, a 'Validate Data' button, a 'Choose site(s)' dropdown menu with a search filter, a list of course options, a 'Selected Sites' field, a 'Role' dropdown menu, and a 'Submit Request' button. A table with columns 'Provided Email', 'VLE Identifier', 'Display Name', and 'Validation Status' is visible on the right side of the interface.

Figure 1 Power App: VLE Enrolment Request app

- Enter the user details line by line, alternatively paste the users email from your **Excel document** and click the **Validate Data** button. When validated it will confirm that account exists and will also highlight any errors. Any errors listed must be corrected before proceeding.

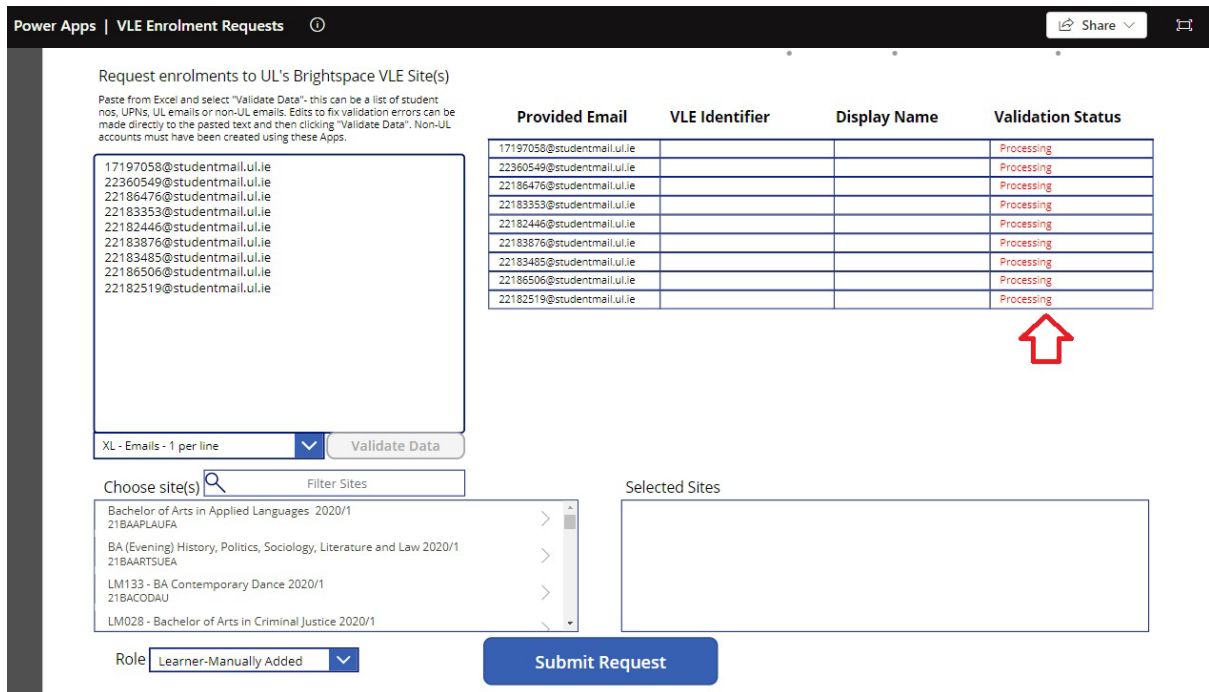


Figure 2 Power App: VLE Enrolment Request app- Entering User IDs for validation

- Once validated the users VLE Identifier and Display Name will populate.
- Enter the name of the site into the **Choose site(s)** text field and the sites available will automatically display. Please note: The box will populate with only the sites that you have access to from the current semester. This list is updated nightly from the VLE.
- One or many sites may appear, click the **arrow** to make your selection and it will move to the Selected Sites box. Note: If this section is left blank the created account will only be enrolled at the top level of Brightspace and not be enrolled on any sites.

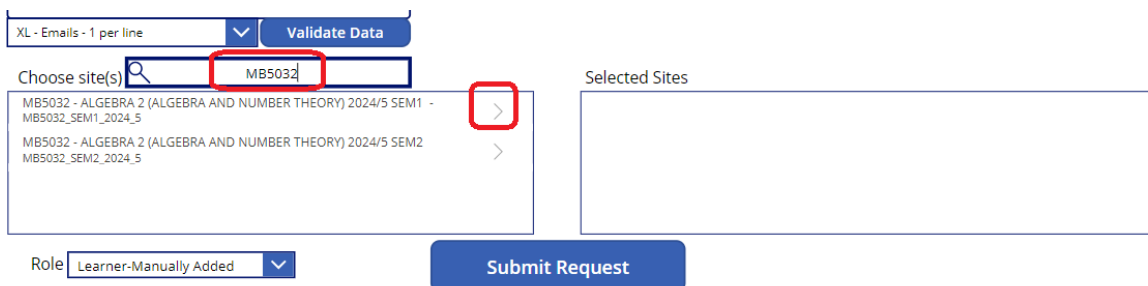


Figure 3 Power App: VLE Enrolment Request app - Selecting site(s)

- Choose the **Role** you wish to assign to the user in Brightspace. Note: Select “Learner-Manually added” to add a student(s) to the site and “Instructor-Manually Added” to add an instructor. Other role options include External Examiner and Read Only. Please note: You can only add one instructor at time.

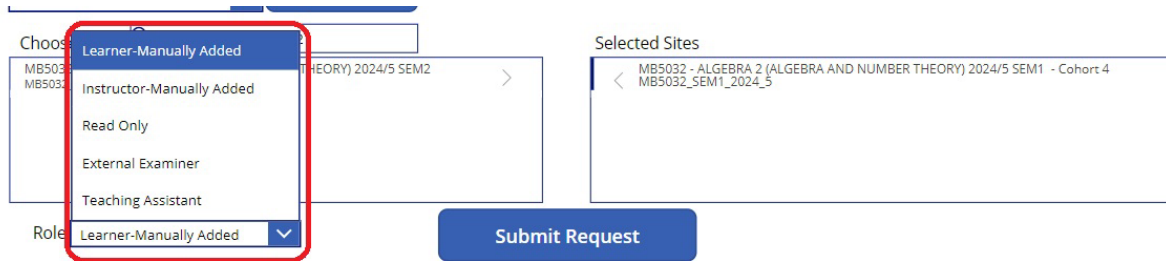


Figure 4 Power App: VLE Enrolment Request app - Selecting User Type and Submitting Request.

- Once you are sure of your entered details, click the **Submit Request** button and request logged will display.
- Users will be enrolled on your module within 2 hours (during normal working hours, Monday to Friday).