

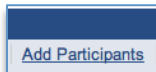
Add a Participant to Your bSpace Course Website

Jan. 2012
Instructional Technology

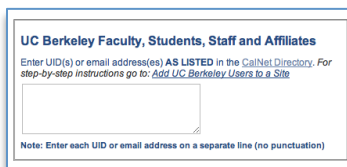
This Document will help you to add participants to your bSpace Course Website. Support staff are automatically added to your official bSpace course websites. If you choose you create your own course website, you will have to add one staff member so that they may add other support staff.

Add a Participant

1. **Login to your bSpace Workspace** by visiting bspace.berkeley.edu.
2. **Click on the tab** for your course website.
3. **Click on “Site Info”** tool under Course Tools
4. **Click “Add Participants”** link located under the Site Info blue bar. The “Add Additional Participants” page will appear.



5. **Type email address** for participant you want to add in the “UC Berkeley Faculty, Students, Staff and Affiliates” text field.

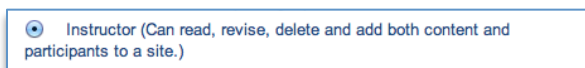
A screenshot of a web form titled "UC Berkeley Faculty, Students, Staff and Affiliates". The form contains a text input field and a note: "Note: Enter each UID or email address on a separate line (no punctuation)".

6. **Click “Continue”**, the “Choose a Role for Participants” page will appear.



7. **Pick Role** for participant.

Note: If you are adding a support person, such as Instructional Technology, Help Desk or Media Services staff member use the Instructor Role.

A screenshot of a role selection form. The "Instructor" role is selected, indicated by a radio button. The text next to it reads: "Instructor (Can read, revise, delete and add both content and participants to a site.)".

8. **Click “Continue”**. The “Add Participant(s) to...” page will appear.
9. **Click “Continue”**. The “Confirming Add Participant(s)...” page will appear.
10. **Click “Finish”**. You are done!