

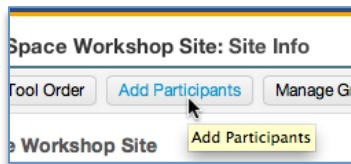
## Add a Participant to Your bSpace Course Website

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Instructional Technology

This document will help you to add participants to your bSpace course website. Support staff and students rosters are automatically added to your official bSpace course websites. If you choose to create your own course website though, you will have to add one staff member so that they may add other support staff. If you need support, contact [trouble@law.berkeley.edu](mailto:trouble@law.berkeley.edu).

### Add a Participant

1. **Login to your bSpace Workspace** by visiting [bpace.berkeley.edu](http://bpace.berkeley.edu).
2. **Click on the button with your course name**, located in the top blue banner. You will be taken to your course website.
3. **Click on “Site Info” tool** in the yellow menu, located on the left side of the screen.
4. **Click “Add Participants”** button, located in horizontal grey menu. 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.

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



7. **Pick a role** for the participant.

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

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!