Adding Students to a non-credit activity in Engage
• Access Engage at [https://uga.givepulse.com/group/elt/7723](https://uga.givepulse.com/group/elt/7723)

• Log in with your MyID el.uga.edu

• This will bring you to your dashboard. All of your courses and non-credit activities can be found here.

• You can access the dashboard any time by clicking on the link in the top menu.

• Click on the name of the activity you would like to access.
• This will bring you to the activity main page.

• To add students, click the blue Manage button.
On the left menu, click Users, and then Add Users.

You can add one student at a time or several in a bulk upload (see next page). To add one student at a time, complete the top block with the student’s first name, last name, email, and role (it should be “Member”).
If you have multiple students to add, select the Upload CSV option.

With the form below, or upload a CSV of multiple users here.

Name *

Name *

Role * Member

Email

User must have an email with @uga.edu in it in order to be added

Email * Yes
• Download the CSV template for uploading students here. The first name, last name and UGA email address are required.

![CSV template for importing users](image)

1. Select your `csv` file (?)

In order to import correctly, the csv file should have the following columns in this order:

1. First Name
2. Last Name
3. Email Address (User must have an email with `@uga.edu` in it in order to be added)
4. Hours Served (optional)
5. Gender (optional)
6. External ID (optional)
7. Phone (optional)

![Download CSV Template For Import](image)

• When your CSV file is ready to upload, select Browse to find the document on your computer and then Import Users.
• Note: If a student is already a member in Engage, a notification will appear stating this and that the student will be added to your activity.
• Students will receive an email when they have been added. They can then access the activity through the link in the email or from their dashboard if they already have an Engage account.

• If students don’t yet have an account, they will need to create one using their UGA MyID. See the “How To” on setting up a new account.