

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

ADDING OPEN UNIVERSITY STUDENTS TO GAUCHOSPACE

Faculty: Please take this form and add this Extension student's NetID to your Gauchospace site. They will need access to see all relevant course information as soon as possible.

Student: Please complete the following information and give it to your instructor. Please print clearly.

Course ID: _____ Course Title: _____

Name: _____
First Last (Family)

Email address in GauchoSpace: _____

UCSBnetID: _____

Faculty: Directions for adding this UCSB Extension Open University Student to your course site

1. **Log into GauchoSpace** and enter your course site
2. Click **Add User/Assign Roles** (in the **UCSB Course Tool list** on right side of screen)
3. Click **Add UCSB User/Assign Roles** (after new screen opens)
4. Search the **Not Enrolled Users box** (on right side of screen). You can search by student: UCSBnetID; "Proxy Perm Number" (most Extension students have a "700 proxy perm number"); Name (enter First Name, followed by Last Name)
5. Click on the student's name in the **Not Enrolled Users list**. Confirm that you select the correct student by checking the student's "proxy perm number" and email address
6. Select Student in **Assign Role** dropdown box
7. Click **Add**