

Add multiple users to a blog (large numbers)

 The student information you provide will only be used for creating and managing the students' Blog.nus accounts.

There are several ways to add users to a blog.

The easiest way to add large numbers of users to a blog generate a class list with the required information from LumiNUS, then fill in the [Create users and add them to a blog \(10 or more users\) form](#) (NUSNET login required).

Export class list in the required format

Important

You will need to export a class list spreadsheet with:

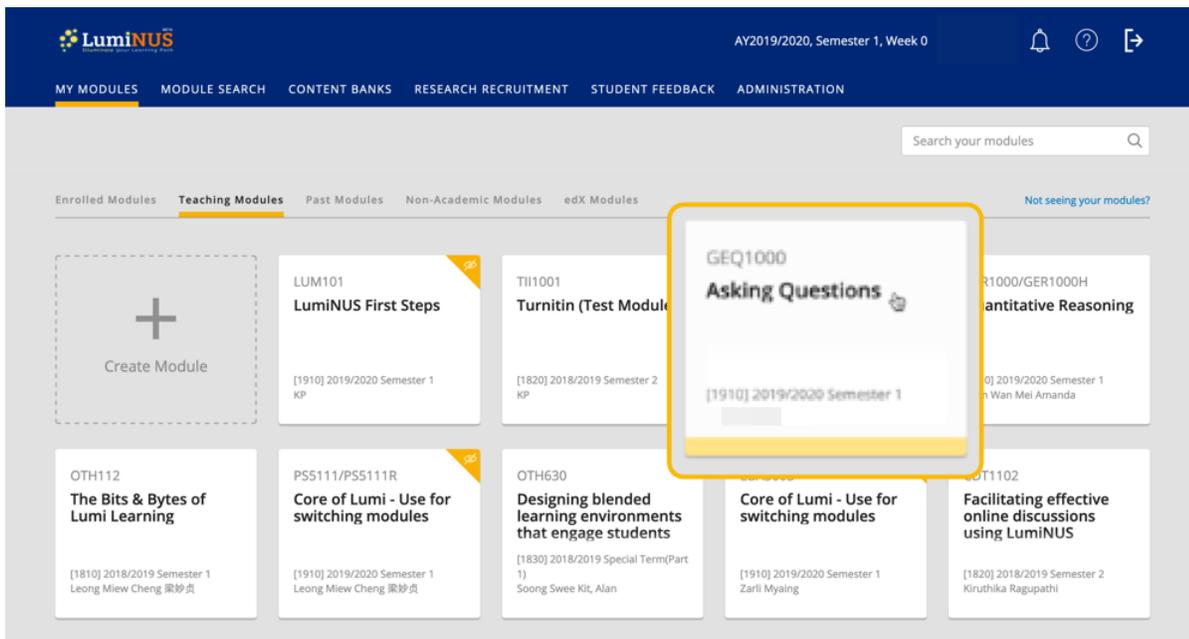
- Name
- User ID
- Email
- No photo

If you are not sure how to do this, expand and follow the detailed instructions below.

Log in to LumiNUS

Log in with your NUSNET username and password at <https://luminus.nus.edu.sg/>.

Click the desired module



The screenshot shows the LumiNUS interface. At the top, there is a navigation bar with the LumiNUS logo, the current semester and week (AY2019/2020, Semester 1, Week 0), and icons for help, search, and share. Below the navigation bar, there are several tabs: MY MODULES, MODULE SEARCH, CONTENT BANKS, RESEARCH RECRUITMENT, STUDENT FEEDBACK, and ADMINISTRATION. The 'MY MODULES' tab is selected. A search bar is present with the text 'Search your modules'. Below the search bar, there are several tabs for module categories: Enrolled Modules, Teaching Modules (selected), Past Modules, Non-Academic Modules, and edX Modules. A 'Not seeing your modules?' link is also visible. The main content area displays a grid of module cards. A yellow box highlights the 'GEQ1000 Asking Questions' module card, which includes the module code, title, and semester information.

Click the **module's card** on My Modules > Teaching Modules.

Click Class & Groups

The screenshot shows the LumiNUS interface. At the top, there is a dark blue header with the LumiNUS logo and navigation links for 'MY MODULES' and 'MODULE SEARCH'. Below the header, the course 'GEQ1000' is displayed, followed by the title 'Asking Questions' and the semester '[1910] 2019/2020 Semester 1'. A user profile icon is labeled 'Co-owner'. A sidebar menu is visible on the left, with the 'Class & Groups' option highlighted by a yellow rectangular box. Other menu items include 'GENERAL', 'Module Overview', 'Module Settings', 'Module Details', 'Attendance', and 'Task Report'.

Click **Class & Groups** on the left sidebar.

Click Export to Excel

The screenshot shows the 'Student Roster' page in LumiNUS. The top navigation bar includes the text 'AY2019/2020, Semester 1, Week 0' and icons for notifications, help, and sharing. Below this, there are links for 'STUDENT FEEDBACK' and 'ADMINISTRATION'. A search bar is labeled 'Search for groups / students'. The main content area is titled 'Tutorial Groups (EduRec)' and contains several action buttons: 'Refresh From EduRec' (blue), 'Refresh Student Photos', and 'Email'. At the bottom left, there is a 'Faculty / Department' dropdown menu. The 'Export to Excel' button, located at the bottom right, is highlighted with a yellow rectangular box.

You will be in the Student Roster. On the right sidebar, click **Export to Excel**.

Choose options, then Export

Export Student Roster ✕

Student Roster

Export All

Include

Name

User ID

Student Number

Email

Photo Size

Thumbnail (30x40)

Medium (60x80)

Large (120x160)

No Photos

Attendance List No

1. Select Module. Check Export All.

2. Check Name, User ID and Email only.

3. Choose No Photos.

4. Leave Attendance

5. Click Export.

 Screenshot above does not show all the *Include* options.

1. Select the **Module** under *Student Roster*.
2. For *Include*, check **Name**, **User ID** and **Email**.
3. For *Photo Size*, select **No Photos**
4. Leave *Attendance Lists* as **No**.
5. Click **Export**.

A class list spreadsheet will be created. Depending on your browser settings, you may choose the location to save the class list or it may download automatically to your default download folder.

Fill in form at CIT Services Help

[Fill in this form](#) (log in with your NUSNET ID and password) at CIT Services Help.

Inform the users when the accounts have been created and added to your blog

The Blog.nus administrator will contact you once the accounts have been created and added to your blog. Please take note of [the instructions for the users](#).