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:

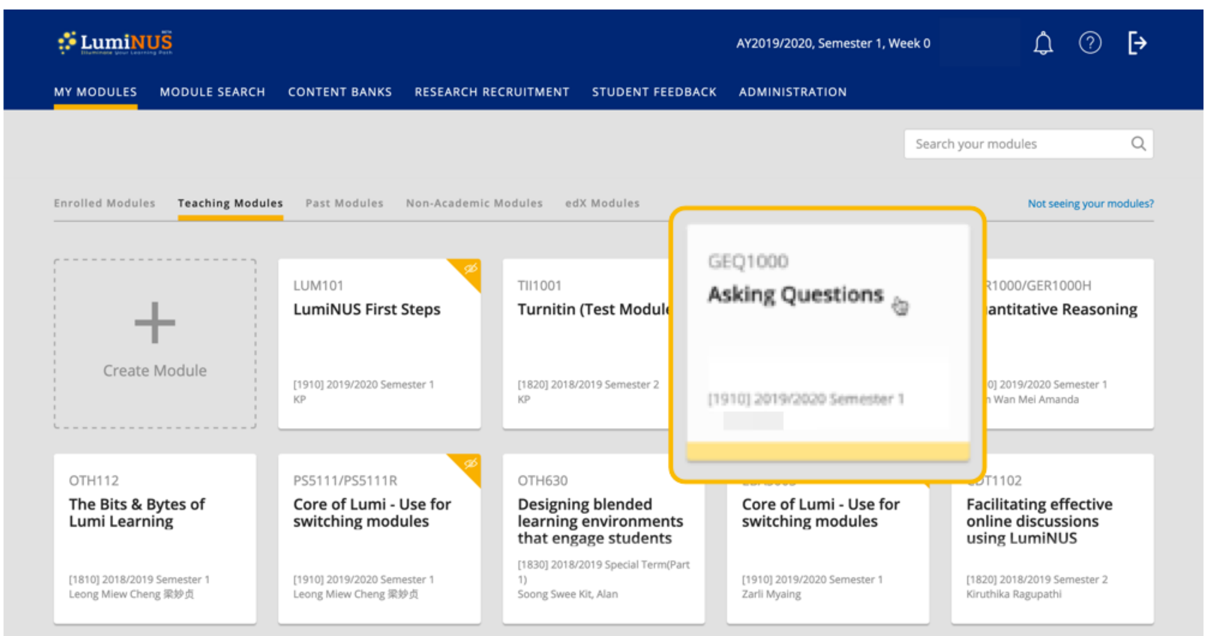
- Name
- User ID
- Email
- No photo

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

Log in to LumiNUS

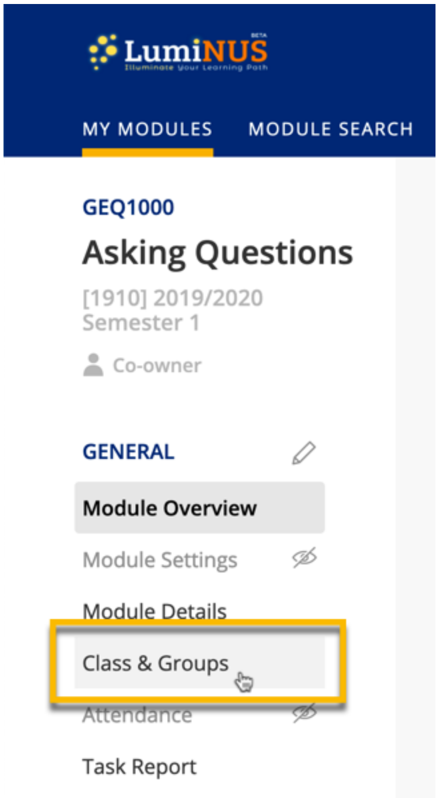
Log in with your NUSNET username and password at https://luminus.nus.edu.sg/ .

Click the desired module



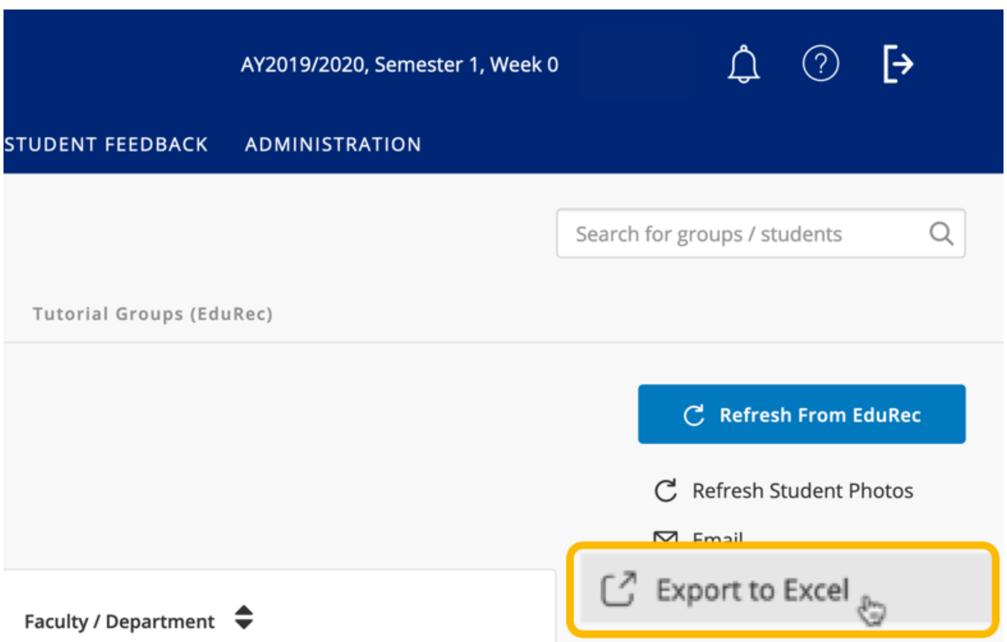
Click the **module's card** on My Modules > Teaching Modules.

Click Class & Groups



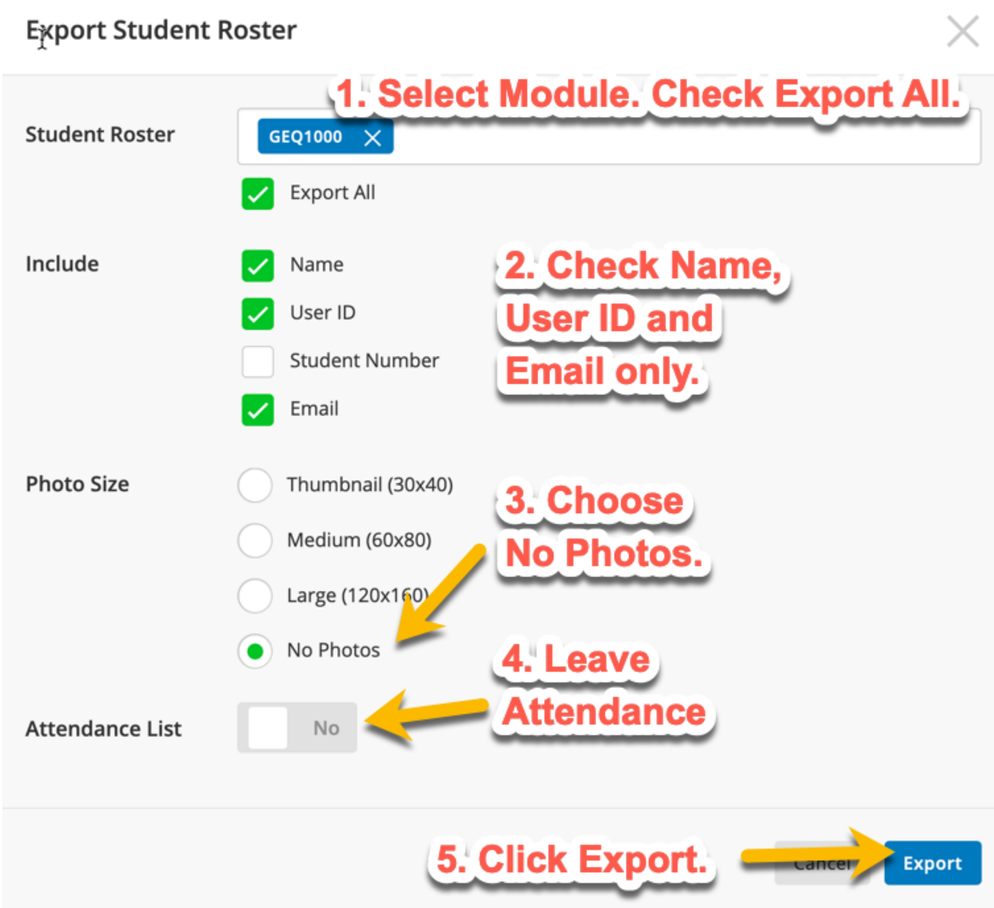
Click **Class & Groups** on the left sidebar.

Click Export to Excel



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

Choose options, then 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 List* 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.