

# Enroll Multiple Users in a Community Group

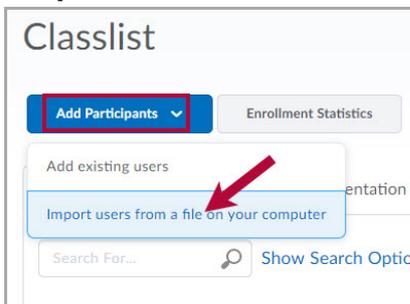
Last Modified on 04/24/2026 11:43 am CDT

## Enrolling Multiple Users in a Community Group Using a Text File

Group Managers have the ability to enroll multiple users into a Community Group by importing a text file (.txt or .csv) that includes the users' Org Defined IDs (LSCS ID) and assigned Roles (Group Manager, Faculty, or Student) in the community.

▶ Show Video Walkthrough

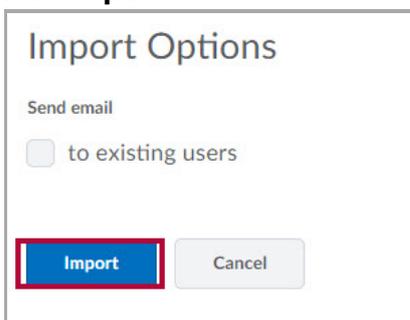
1. On the navbar, choose **Collaboration > Classlist**.
2. Click the **Add Participants** button, then choose **Import users from a file on your computer**.



- The format of the file you upload should be "Org Defined ID, Role."
  - Click the Sample Text File to download an example of the correct format for the Org Defined IDs and assigned Roles.
3. Click on **Choose File** and navigate to your text file (.txt or .csv).



4. Click **Import**.



**NOTE:** Only existing D2L users can be added using this process, and only Group Managers have these options.

## Adding Existing Users

Adding users that already exist in the D2L LMS is most easily accomplished by using the Org Defined ID number. Usernames or first and last names may be utilized as well in the search. If you

do not locate a user from the Org Defined ID, that may need to have their D2L account created. If you are unable to locate a user via the ID number or username, please contact OTS.

1. Click **Add Existing Users** from the Add Participants menu.
2. Enter the Org Defined ID (student or employee ID number) and click the small magnifying glass symbol to start your search.

**Add Existing Users**

Enrollment Options

Set all roles to: -- Select a Role --

Send:  Send Enrollment email

**Add Existing Users**

[Hide Search Options](#)

Search In

First Name  Last Name

Org Defined ID  Username

1 Search Result [Clear Search](#)

Email

<input type="checkbox"/>	Last Name, First Name	Username	Org Defined ID	Role
<input type="checkbox"/>	[Redacted], Alan	[Redacted]	[Redacted]-008	Faculty

20 per page

3. In the list of search results, select the role for the user. You can assign any of the roles that are listed. The **Copy Only** role is most useful for individuals that need to have the ability to copy FROM your group into other courses or groups.
4. After selecting the user and role click **Enroll Selected Users**.  
View [D2L Roles Chart \(https://vtac.lonestar.edu/help/d2l-roles\)](https://vtac.lonestar.edu/help/d2l-roles) for details.

**NOTE:** If you see the "Already Enrolled" indicator on a Username, then that user is already enrolled in your group. Enrolling the user a second time may return an error. You may need to remove and re-enroll an already enrolled user to update their role.

1 Search Result

[Clear Search](#)

 Email

<input type="checkbox"/>	Last Name, First Name
<input type="checkbox"/>	 Alan  