

# HOW TO: Manage Members in a Workgroup

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## Group Enrollment:

You can enroll new members individually or by batch.

1. Go to <http://central.app.clemson.edu> , find your Group, click on **EDIT**.

The screenshot shows the 'Groups' management page. On the left is a sidebar with 'Groups', 'Courses', and 'Containers'. The main area has a search bar 'Name Contains' and a toggle 'Also Search My Contained Groups'. At the top right are buttons for 'ADD FILTER', '+ CREATE', and 'EXPORT'. Below is a table of groups:

Name	Description	Editable	Members	
365_License_Fac_Office	Faculty No Exchange License	No	100+	SHOW
adobe-connect-general	Users who have logged into Adobe Connect in the past ye...	No	100+	SHOW
adobe-connect-with-data	Adobe Connect users with data in the platform	No	100+	SHOW
AdobeConnectHosts	An Email list of Clemson Adobe Connect Meeting Hosts.	No	100+	SHOW
ATH7115-2010-FRESHMEN-PGD	No Description	Yes	20	EDIT
ATH7115-Mid-Year-Stu-Athletes	No Description	Yes	18	EDIT
ATH7115_PGD_AT_VICKERY	No Description	Yes	28	EDIT

2. To add users one at a time, click on **Add User by UserID** field and type in the User Name of a Clemson user. The default Role is Member. If you want the user to be an Owner, click on the **Role** field and change it to **Owner**. Then click **ADD USER** and **SAVE**.

**Users**

<input type="checkbox"/>	Username	Name	Role
<input checked="" type="checkbox"/>	tiger	Clemson Tiger	owner

Add User by UserID

Role  
Member

ADD USER

BATCH EDIT

SAVE

3. Or, you can add users using Batch Edit. To do this you will need a list of UserIDs separated by commas. If you have more than 1000 users, separate them into separate batches. After clicking **BATCH EDIT** (on previous screen), click in the Members field and type (or paste) the list of user names separated by commas. Then click **SUBMIT**.

**Batch Edit**

Changes made here will be reflected in the membership table, but you will still need to save. This form accepts usernames separated by commas.

Owners  
tiger

Members  
tiger1, tiger2, tiger3

CANCEL SUBMIT

4. There are many ways to get your list of user names. But one option is to use Excel. Here is a sample way you could use it. If you have your list in an Excel sheet, make a copy of it - and then delete all of the

columns except the one with the Clemson UserIDs - leaving it in column A. Then in cell B1, put a comma. Copy that to all of the cells below it that have data in column A except for the last cell (we don't need a comma after the last UserID). Go back to cell C1 and type in this formula: =A1&B1 - then copy that formula to the cells below it. It would look like this sample:

	A	B	C
1	david	,	david,
2	sarah	,	sarah,
3	peggy	,	peggy,
4	joey	,	joey,
5	adele		adele

5. Highlight the cells in column C that have data, copy to the clipboard (press Ctrl-C). Then go to the Members field in Central, paste from the clipboard (press Ctrl-V). This will work for up to 1000 users at a time.

If you have more questions, email [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu) or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=163>